

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

CLOSING DATE : 14 June 2021

NOTE : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include only completed and signed New Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be in a PDF format and limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

ERRATUM: Office Manager: Office of the Chief Master: Ref No: 21/26/MAS: The post of Office Manager: Office of the Chief Master was advertised in this publication dated 16th May 2021 with incorrect job requirements on bullet two, years of experience; Please note the correct job requirements is 3 years management experience. Note: Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specifications. Enquiries: Ms S Maribeng (012) 315 1103. Closing Date: 14 June 2021. We apologize for any inconvenience caused.

MANAGEMENT ECHELON

POST 19/24 : **CHIEF DIRECTOR: CONSTITUTIONAL RESEARCH & REVIEW REF NO: 21/142/CD**

SALARY : R1 251 183 – R1 495 956 per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate LLB qualification (NQF level 7) as recognized by SAQA or equivalent qualification; Master's degree in the field of Public Law, Constitutional Law, International Law, Human Rights, Law will be an advantage; Minimum of 6 years experience in Human Rights, International Law & Human Rights law or Public Law; 5 years of experience at a senior managerial level; Knowledge of Public Finance Management Act, 1999 (PFMA) and budget management; Knowledge of the Public Service and its governance; Knowledge of all relevant governance prescripts, including Treasury instructions. Skills and Competencies: Applied strategic thinking; Innovative thinking; Communication and Information management; Computer Microsoft Office: (PowerPoint, Outlook, Excel. etc); Research and analytical skills; Customer focus and responsiveness; Problem solving and decision making; Planning and organizing skills; Team leadership;

		Diversity management; Project management; Impact and influence; Budget and financial management; Networking and building bonds.
<u>DUTIES</u>	:	Key Performance Areas: Oversee research and develop constitutional matters; Conduct investigations on the process of constitutional amendments of the primary and subordinate legislation that have bearing on the constitution, constitutionally mandated legislations; Provide coordinated government support to the Constitutional Review Committee on constitutionally, legislative matters; Provide strategic advice on constitutional matters; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Kganyago Tel No: (012) 315 1844
	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ21-142-CD@justice.gov.za OR Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>POST 19/25</u>	:	<u>CHIEF DIRECTOR: COURT PERFORMANCE REF NO: 21/137/CS</u>
<u>SALARY</u>	:	R1 251 183 – R1 495 956 per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An undergraduate qualification (NQF level 7)/LLB as recognized by SAQA or equivalent qualification; A degree in Public Administration or an equivalent qualification will be an added advantage; 5 years must be at senior management level; Knowledge of the judicial system; Knowledge of the Public Finance Management Act (PFMA); National School of Government (NSG) pre-entry certificate into Senior Management Services (SMS); Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Networking and change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and decision-making; People management and empowerment; Communication skills; Planning and organizing; Diversity management; Team leadership; Managing interpersonal conflict.
<u>DUTIES</u>	:	Key Performance Areas: Manage and coordinate court operations; Manage language and interpretation services; Manage the establishment of court structure and statutory appointments; Manage the provision of magistracy support services; Oversee the development, coordination and implementation of strategies and plans to reduce case backlogs, and unnecessary postponement of cases; Oversee the development, coordination and implementation of strategies to improve the performance of specials tribunals, traditional courts and any other alternative dispute resolutions forum administered by the department; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Kganyago Tel No:(012) 315 1844
	:	Quoting the relevant reference number, direct your application to: EMAIL Address: DOJ21-137-CS@justice.gov.za OR Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>NOTE</u>	:	Preference will be given to women and people with disability.
<u>POST 19/26</u>	:	<u>CHIEF DIRECTOR: FINANCIAL ACCOUNTING REF NO: 21/138/CFO</u>
<u>SALARY</u>	:	R1 251 183 – R1 495 956 per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An undergraduate qualification in (NQF level 7) as recognized by SAQA in Financial Management, Financial Accounting, Internal Audit and B-Com in Finance or equivalent; Minimum of 6 years in Financial Management of which 5 years should be at senior managerial level; Knowledge of Modified Cash Accounting and Disclosure requirements; Understanding of Financial Reporting in terms of GRAP; Experience in the preparation of Annual Financial Statements and Financial reporting in general. Skills and Competencies: Applied strategic thinking; Budgeting and financial management; Communication and information management; Customer focus and responsiveness; Financial management;

		Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Networking and building bonds; Planning and organizing; Project management; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Manage and administer revenue and debts management services; Manage financial expenditure; Manage the Criminal Assets Recovery Account (CARA); Manage the financial accounting reporting functions and systems; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Maluleke Tel No: (012) 315 1090
	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ21-138-CFO@justice.gov.za OR Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>NOTE</u>	:	Preference will be given to women and people with disability.
<u>POST 19/27</u>	:	<u>CHIEF DIRECTOR: THIRD PARTY FUNDS: REF NO: 21/139/CFO</u>
<u>SALARY</u>	:	R1 251 183 – R1 495 956 per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An undergraduate qualification in (NQF level 7) as recognized by SAQA in Financial Management, Financial Accounting, Internal Audit and B-Com in Finance or equivalent; Minimum of 6 years in Financial management of which 5 years must be at senior managerial level. Knowledge of the Public Financial Management Act, PPPFA, Departmental Financial Instruction and Treasury Regulations, Knowledge of the Public Service environment. Skills and Competencies: Applied strategic thinking; Budgeting and financial management; Communication and information management; Customer focus and responsiveness; Financial management; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Networking and building bonds; Planning and organizing; Project management; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Manage monies held in respect of the Justice Administration Funds Act, fines and State Attorney Monies; Manage third party guardians fund and accounting operations; Manage and monitor the provision of financial management services in the regions; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Maluleke Tel No: (012) 315 1090
	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ21-139-CFO@justice.gov.za OR Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>NOTE</u>	:	Preference will be given to women and people with disability.
<u>POST 19/28</u>	:	<u>DIRECTOR: CARA AND PRESIDENT FUND REF NO: 21/140/CFO</u>
<u>SALARY</u>	:	R1 057 326 – R1 245 495 per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An undergraduate qualification in Financial Management (NQF level 7) as recognized by SAQA or equivalent qualification; 5 years related experience in financial environment of which 5 years must be at middle/senior management level; Knowledge of Modified Cash Accounting and Disclosure requirements; Understanding of Financial Reporting in terms of GRAP; Knowledge of Public Financial Management Act (PFMA), National Treasury Regulations; Experience in working on the BAS and Pastel system; Knowledge of the Department of Justice and Constitutional Development and its Crime Asset Recovery Account (CARA) and President Fund Functions and services will be an added advantage; Skills and Competencies: Applied strategic thinking; Budgeting and financial management; Communication and information management; Customer focus and responsiveness; Financial management; Developing others; Diversity

- management; Impact and influence; Managing interpersonal conflict and resolving problems; Networking and building bonds; Planning and organizing; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Manage the Criminal Assets Recovery Account (CARA); Manage the President's fund; Manage the financial accounting of the CARA and President's Fund; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr J Maluleke Tel No: (012) 315 1090
- : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-140-CFO@justice.gov.za OR Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- NOTE** : Preference will be given to women and people with disability.
- POST 19/29** : **DIRECTOR: CONSTITUTIONAL RESEARCH REF NO: 21/141/CD**
- SALARY** : R1 057 326 – R1 245 495 per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- : An undergraduate LLB qualification (NQF level 7) as recognized by SAQA or equivalent qualification; Minimum of 6 years experience in legal environment and/or research of which 5 years experience at a middle/senior managerial level; Knowledge of Public Finance Management Act, 1999 (PFMA) and budget management; Knowledge of the Public Service and its governance; Knowledge of all relevant governance prescripts, including Treasury instructions. Skills and Competencies: Strategic and conceptual orientation; Innovative thinking; Communication skills (verbal and written); Computer Microsoft Office (PowerPoint, Outlook, Excel. etc); Research and analytical skills; Problem solving skills; Policy development and analytical skills; Accuracy and attention to details; Planning and organizing skills; Monitoring and evaluation skills; Diversity management; Project management; Negotiating skills; Financial management skills.
- DUTIES** : Key Performance Areas: Manage research on legislation impacting on fundamental human rights and values as it relates to constitutional democracy; Manage the development of concept documents research in constitutional matters; Manage the implementation of constitutional instruments and tools by the three spheres of government; Manage stakeholder relationship to form research partnerships with research bodies and tertiary institutions; Liaise with the Constitutional Review Committee in Parliament; Provide effective people management
- ENQUIRIES APPLICATIONS** : Ms M Kganyago Tel No: (012) 315 1844
- : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-141-CD@justice.gov.za OR Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- POST 19/30** : **DIRECTOR: STRATEGIC SOURCING REF NO: 21/126/CFO**
- : This is a re-advertisement, Candidates who applied for this post published in this publication dated 14 May 2021 may need not re-apply as their applications will be considered. There was an omission of qualification on the previous advertisement.
- SALARY** : R1 057 326 – R1 245 495 per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- : A Degree/National Diploma at NQF level 7 as recognized by SAQA in Commerce/Business Economics/Supply Chain Management/Logistics Management/Purchasing Management or equivalent qualification; 5 years relevant experience at the middle/senior management level; Knowledge of Public Financial Management Act, PPPFA, Departmental Financial Instruction and Treasury Regulations; Knowledge of procurement and the broader public Supply Chain Management (SCM) legislative and regulatory environment; A valid driver's license. Skills and Competencies: Strategic thinking; Budgeting and financial

- management; Communication and information management; Customer focus and responsiveness; Diversity management; Interpersonal and conflict management skills; Planning and organizing skills; Problem solving and decision making; Project management; Team leadership; Planning and organizing skills.
- DUTIES** : Key Performance Areas: Manage strategic sourcing, suppliers and capacity planning; Manage suppliers performance and SCM contracts across the Department; Manage the monitoring and evaluation systems for strategic sourcing; Manage research and development of strategic procurement plan; Manage stakeholder relationship and engagement; Provide effective people management.
- ENQUIRIES** : Mr. J. Maluleke Tel No: (012) 315 1090
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-126-CFO@justice.gov.za OR Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001
- NOTE** : People with disabilities are encouraged to apply.

OTHER POSTS

- POST 19/31** : **SENIOR FAMILY ADVOCATE LP 9: REF NO: 58/2021/FA/WC**
- SALARY** : R983 019 – R1 536 567 per annum. (Salary will be in accordance with OSD determination). (The successful candidate will be required to sign a performance agreement)
- CENTRE** : Office of the Family Advocate, Worcester
- REQUIREMENTS** : An LLB Degree or recognized four (4) year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa; Family Law experience will be an added advantage: A valid driver's license. Skills and Competencies: Good communication skills (both verbally and writing); Operations Management; Research, investigation, monitoring, evaluation and report writing skills with attention to detail; Analytic thinking; Dispute and Conflict Resolution Skills; Information management.
- DUTIES** : Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Continuous improvement in the organizational performance of the office and its satellites; Manage performance information; Manage and ensure effective and efficient service delivery at the various service points within the respective jurisdiction (Head of Office), Performance Management, conduct complex enquiries, training, mentoring and coaching of all occupational classes in the Office; Perform all functions of the implementation of Risk Management Plan; Ensure audit compliance.
- ENQUIRIES** : Advocate S Ebrahim Tel No: (021) 426 1216
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Regional Head: Private Bag X 9171, Cape Town 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5th Floor, Cape Town OR Email address: DOJ21-58-WC@justice.gov.za
- FOR ATTENTION** : Mr M Koopman
- NOTE** : Applicants are required to attach service certificates to determine salary in accordance to experience. People with disability are encouraged to apply.
- POST 19/32** : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 59/2021/WC**
- SALARY** : R733 257 – R863 748 per annum, (All inclusive remuneration package). (The successful candidate will be required to sign a performance agreement)
- CENTRE** : Regional Office, Cape Town
- REQUIREMENTS** : A bachelor's degree or three (3) year National Diploma in Public Administration or Equivalent qualification; Three (3) years' managerial experience in office and district administration; A valid driver's license. Skills and Competencies: Job knowledge; Acceptance of responsibility; Planning and execution; Reliability; taking Initiative; Interpersonal relationships.

- DUTIES** : Key Performance Areas: Promote efficient work performance, service delivery, Batho Pele and the basic values and principles governing public administration in the Department; Coordinate administrative assessment of all court houses, coordinate quality assurance assessments at the sub – offices to determine whether the work is being done according to legislation and the prescripts of the Departmental codes; Implement Ad hoc services; Training, mentoring and coaching; Assessment of physical resources; Misconduct and maladministration investigations; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms N Bekwa Tel No: (021) 469 4000
: quoting the relevant reference number, direct your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5th Floor, Cape Town OR Email Address: DOJ21-59-WC@justice.gov.za
- NOTE** : Non-adherence to these conditions will render your application nul and void.
- POST 19/33** : **DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: 21/134/CS (X2 POSTS)**
- SALARY** : R733 257 – R863 748 per annum, (All inclusive remuneration package). (The successful candidate will be required to sign a performance agreement)
- CENTRE REQUIREMENTS** : National Office, Pretoria
: A Degree/ National Diploma at NQF level 6 as recognized by SAQA in Built environment; Minimum of 5 years relevant experience of which 3 years should be at managerial level; Knowledge of National Building Regulation, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, Public Financial Management Act (PFMA), Treasury Regulations and (Municipal Act, OHS Act; etc.); Technical knowledge in the spectrum of discipline within the Built Environment. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.); Numeric and analytical; In depth Infrastructure and Property Management experience; Good communication skills (verbal and written); Interpersonal skill; People management skills; Problem solving skills.
- DUTIES** : Key Performance Areas: Ensure that all Capital Project are implemented on time, within the budget and conforming to the required to the needs and specifications; Provide access facilities for person(s) with disabilities in all DOJ property portfolio; Land Acquisition for purpose of developing functional buildings such as courts; Manage cleaning and gardening services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms M Kganyago Tel No: (012) 315 1844
: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-134-CS@justice.gov.za OR Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001
- POST 19/34** : **COURT MANAGER REF NO: 2021/68/GP**
- SALARY** : R470 040 – R553 677 per annum; (The successful candidate will be required to sign a performance agreement)
- CENTRE REQUIREMENTS** : Magistrate Boksburg
: A 3 year qualification in Public Administration/Management /or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or relevant equivalent qualification; 3 year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy; Communication skills; Motivation skills; Organizing skills; Presentation skills; Finance management skills; Planning skills; Decision making skills; Loyal, honest ability to work under pressure; Continuous Improvement; Team Leadership; Managing of interpersonal conflict and resolving problems; Customer focus and responsive.
- DUTIES** : Key Performance Areas: Oversee places of sitting within the sub cluster; Coordinate and manage the financial, human resource, risk and security in the

court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; strategies; Leading and manage the transformation of the office; Manage the projects intended to improve court; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements management; Manage service level agreements.

- ENQUIRIES APPLICATIONS** : Ms RR Moabelo Tel No: (011) 332 9000
 : Quoting the relevant reference number, direct your application to: Email Address: BuMbanga@justice.gov.za and TsMaphoto@justice.gov.za or Private Bag X6, Johannesburg, 2000, 7th Floor Schreiner Chambers, Corner Pritchard and KrUIS Street, Johannesburg
- POST 19/35** : **ASSISTANT STATE ATTORNEY: (LP3-LP4) (X3 POSTS)**
- SALARY** : R301 452 – R847047 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Mthatha Ref No: 21/131/SA (X1 Post)
 State Attorney Kimberley: Ref No: 21/132/SA (X1 Post)
 State Attorney Mahikeng: Ref No: 21/133/SA (X1 Post)
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical skills; Supervisory and mentoring skills; Problem solving and conflict management.
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA; Draft and/ or settle all types of agreements on behalf of the various clients; Render legal opinion and advice; Handle all forms of inter-departmental arbitrations and debt collection; Represent in matters of arbitration proceedings.
- ENQUIRIES APPLICATIONS** : Mr E. Seerane Tel No: (012) 315 1780
 Mr. M. Kooko Tel No: (012) 315 1164
 : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-131-SA@justice.gov.za, DOJ21-132-SA@justice.gov.za AND DOJ21-133-SA@justice.gov.za OR Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application. Separate application must be made quoting the relevant reference number.