

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	20 September 2021
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the email address specified to each post. The email <u>must include only</u> 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. 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. 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.

OTHER POSTS

<u>POST 31/32</u>	:	<u>FAMILY ADVOCATE REF NO: 102/2021/FA/WC</u>
<u>SALARY</u>	:	R763 212 – R1 266 156 per annum. (LP 7/8) (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Office of the Family Advocate, George An LLB Degree or recognized four (4) year legal qualification; At least five (5) years appropriate post qualification litigation experience; Admission as an Advocate; The right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Good communication skills (verbal and written); Research, investigation, monitoring, evaluation, attention to details and Diversity management, Dispute and Conflict Resolutions Skills.
<u>DUTIES</u>	:	Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereof; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure; Attend to all relevant circuit courts within Western Cape. Note: Applicants are required to attach service certificates to determine salary in accordance to experience.
<u>ENQUIRIES APPLICATIONS</u>	:	Advocate N Britz Tel No: (021) 426 1216 Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town.
<u>FOR ATTENTION NOTE</u>	:	Mr. M Koopman People with disabilities are encouraged to apply and preference will be given to the EE Target

<u>POST 31/33</u>	:	<u>FAMILY ADVOCATE; LP7 REF NO: 2021/133/GP</u>
<u>SALARY</u>	:	R763 212 – R822 192 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Johannesburg
<u>REQUIREMENTS</u>	:	An LLB Degree or recognized 4-year legal qualification; Admitted as an Advocate; The right of appearance in the High Court of South Africa; At least 5 years appropriate post qualification, litigation experience; A valid driver's license. Skills and Competencies: Litigation; Advocacy; Legal research and drafting; Dispute resolution; Case flow management.
<u>DUTIES</u>	:	Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereon; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure; Attend to relevant circuit courts within the provinces.
<u>ENQUIRIES</u>	:	Ms. R Moabelo Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 6, Johannesburg, 2000 OR Physical Address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg; 2000.
<u>NOTE</u>	:	Applicants are required to attach service certificates to determine salary in accordance to experience.
<u>POST 31/34</u>	:	<u>DEPUTY DIRECTOR: AREA COURT MANAGER (X5 POSTS)</u>
<u>SALARY</u>	:	R733 257 - R863 748 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Harry Gwala District Ref No: 21/95/KZN Umkhanyakude District Ref No: 21/96/KZN Uthukela District Ref No: 21/97/KZN Umzinyathi District Ref No: 21/98/KZN Amajuba District Ref No 21/99/KZN
<u>REQUIREMENTS</u>	:	An appropriate three-year Bachelor's Degree or equivalent relevant qualification; Six years' management experience, Court management experience; three years of which is at junior management level; Knowledge and experience of financial management, PFMA, office and district administration; A valid driver's license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Interpersonal relations; Communication (verbal and written); Accuracy and attention to detail. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Strong leadership skills; Strategic capabilities; The following will serve as recommendations: Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA).
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage financial and human resources of district, strategic and business planning processes as well as the facility, physical resources, information and communication related to courts; Play a leadership role in determining and implementing departmental policies at court level; Implement the Departmental policies on courts; Compile and analyze court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Facilitate strategic projects intended to improve court management; Communicate and relate with internal and external stakeholders.
<u>ENQUIRIES</u>	:	Mr JN Mdaka Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quote the relevant reference number and direct your application to the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

POST 31/35 : **FAMILY COUNSELLOR SUPERVISOR, (GRADE 1) REF NO: 100/2021/FA/WC**

SALARY : R384 228 – R445 425 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Office of the Family Advocate, Cape Town
: Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Professional registration with the SACSSP; A minimum of five (5) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP: Knowledge and experience in Mediation; Court experience in leading Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children's Act (inclusive Hague Convention on International Child Abduction); A valid drivers' license. Skills and Competencies: Supervisory skills; Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills Diversity and conflict management; Attention to details.

DUTIES : Key Performance Areas: Provide mentoring and professional guidance to the Family Counsellors in the office and monitor case flow management; Quality assure and evaluate information, recommendations made in the best interest of children in Family Law disputes & quality assure family counsellor services; Conduct mediation and/or inquiries as part of a multi-disciplinary team in matters relating to parental responsibilities and rights, specifically but not limited to care, contact and guardianship, child abduction and related Family Law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Conduct enquiries and interview parties and source references in the Family Law disputes.

ENQUIRIES APPLICATIONS : Adv N Britz at Tel No: (021) 426 1216
: 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.

NOTE : Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not apply. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.

POST 31/36 : **ADMINISTRATIVE OFFICER REF NO: 21/86/KZN**

SALARY : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Court, Pietermaritzburg
: Three year Bachelor's degree /National Diploma in Administration or relevant equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

DUTIES : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Compile statistics to show performance and trends; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service.

ENQUIRIES : Ms C.S. Sikhonde Tel No: (031) 372 3000

- APPLICATIONS** : Quote the relevant reference number and direct your application to the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 31/37** : **ADMINISTRATIVE OFFICER, (OFFICE MANAGER) REF NO: 21/87/KZN**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Hlabisa
: Three year Bachelor`s degree /National Diploma in Administration or relevant equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver`s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Compile statistics to show performance and trends; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 31/38** : **ADMINISTRATIVE OFFICER REF NO: 21/101/KZN**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Durban Point Family Court
: Three year Bachelor`s degree /National Diploma in Administration or relevant equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver`s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Compile statistics to show performance and trends; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service.
- ENQUIRIES APPLICATIONS** : Ms C.S. Sikhonde Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

- POST 31/39** : **ADMINISTRATIVE OFFICER REF NO: 21/100/KZN**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Madadeni
 : Three year Bachelor’s degree /National Diploma in Administration or relevant equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Compile statistics to show performance and trends; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service.
- ENQUIRIES APPLICATIONS** : Ms C.S. Sikhonde Tel No: (031) 372 3000
 : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.
- POST 31/40** : **CHIEF ACCOUNTING CLERK REF NO: 21/90/KZN**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate’s Court, Emlazi
 : Grade 12 or equivalent; A minimum of 3 years’ relevant experience. Recommendations: Sound knowledge of budget control; Extensive knowledge of the PFMA, DFPM, DFI, BAS and JDAS; A valid driver’s license code EB. Skills and Competencies: Computer literacy (MS Office and Ms Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Able to work independently and under pressure; Attention to detail; Numeracy skills; Analytic sufficient resourceful; Problem solving skills; Presentation skills; Customer service oriented; Ability to work with public and all stakeholders in a professional manner.
- DUTIES** : Key Performance Areas: Exercise control over duties related to monies in trust, vote account, budget administration, BAS and JDAS; Reconcile accounts, handle enquiries both internal and external; Ensure compliance with all financial prescripts, rules and regulations; Process all financial reports and funding to ensure that spending remains within the budget; Mange monies in trust MMT); Provide effective people management; Checking of work performed by Accounting Clerks.
- ENQUIRIE APPLICATIONS** : Ms S. Shezi Tel No: (031) 372 3000
 : Quote the relevant reference number and direct your application to the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.
- POST 31/41** : **SENIOR COURT INTERPRETER REF NO: 21/88/KZN**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Empangeni
 : Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three year practical experience in court interpreting; OR Grade 12 and ten year’s practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous

languages; A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.

DUTIES : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.

ENQUIRIES : Ms M.P. Khoza Tel No: (031) 372 3000
APPLICATIONS : Quote the relevant reference number and direct your application to the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

POST 31/42 : **SENIOR COURT INTERPRETER REF NO: 21/89/KZN**

SALARY : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Court, Verulam
REQUIREMENTS : Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three year practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages; A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.

DUTIES : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.

ENQUIRIES : Ms V. Mlandeliso Tel No: 031) 372 3000
APPLICATIONS : Quote the relevant reference number and direct your application to the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.