

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 29 November 2021

NOTE : Interested applicants must submit their applications for employment to the email address specified in the post. The documents 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, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Original/certified copies must be produced by only shortlisted candidates and must be produced 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 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 this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 40/39 : **CHIEF DIRECTOR: RULES BOARD REF NO: 21/253/LD**
(Re-Advertisement)

SALARY : R1 251 183 – R1495 956 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : Bachelor's Degree (NQF 7) as prescribed by SAQA in law or LLB Degree; 10 years experience post qualification in legal advisory/ litigation of which 5 years experience at a senior managerial level; Admission as an Attorney/ Advocate; Knowledge of Public Finance Management Act 1999 and budget management; Knowledge and experience in rules of procedure for courts of law; Understanding of the constitution and knowledge of legislative drafting; In-depth knowledge of the law, Public Service and its governance; Knowledge of Rules Board for Courts of Law Act, 1985 (Act No. 107 of 1985); Knowledge of all relevant governance prescripts including treasury instructions. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage and facilitate the development of new rules and amendments of the Rules of the Court and projects related to the Rules Board for the Court of Law; Manage and facilitate the Rules Board decisions; Manage and facilitate the publication of Court Rule amendments; Provide effective people management in the secretariat for the Rules Board.

ENQUIRIES : Mr. C Zana Tel No: (012) 357 8185

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: 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 Street, Pretoria.

OTHER POSTS

- POST 40/40** : **FAMILY COUNSELLOR MANAGER REF NO: 130/2021/FA/WC**
- SALARY** : R794 889 – R1 100 325 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; Professional registration with the SACSSP; A minimum of ten (10) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP: Knowledge and understanding of legislation and treaties relevant to domestic and international child protection , the PFMA and treasury regulations; Experience in statutory social work and expert witness in court; Knowledge of integrated approach in provision of service to families and children in civil legal disputes in accordance with domestic law and international treaties as well as expert knowledge of Child care and protection services. Skills and Competencies: Management 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 detail.
- DUTIES** : Key Performance Areas: Manage, monitor and evaluate the Family Counsellor Services in the province to ensure effective and efficient utilization of Human Resources and other relevant policies and procedures; Monitoring of annual performance targets and case flow management; Quality assure the institutional performance of Family Counsellor Profession including Family Counsellor Supervision services; Manage and monitor Family Counsellor output and capture monthly, quarterly and annual performance information accurately in respect of the work of Family Counsellors in the Province; Manage the coordination of Reg 6 requests to and from Provinces; Provide expert guidance to Family Counsellors and Supervisors on the implementation of Child Protection, domestic and international legislation policies; Develop, maintain and ensure provincial collaboration with stakeholder and keep up to date with any developments in the Social Work, Forensic Social Work , Family Law and Management fields.
- ENQUIRIES APPLICATIONS** : Advocate S Ebrahim 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.
- FOR ATTENTION NOTE** : Mr M Koopman
: 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 40/41** : **DEPUTY DIRECTOR: (X5 POSTS): (LEGAL PRACTITIONERS) (COMPLIANCE ASSESSMENT) (X2 CAPE TOWN) AND (X3 PRETORIA) REF NO: 21/1/OLSO**
(12 Months Contract Appointment)
- 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
: An LLB Degree/ four year Law Degree as recognized by SAQA or equivalent qualification; Minimum of 6 years’ experience post qualification in the Legal Services field; Admission to Legal Practice Council and in good standing; Knowledge of the Legal Practice Act; Practical knowledge and understanding of investigative approaches and methodologies; Practical knowledge and understanding of drafting legal instruments, litigation management processes and interpreting statutes. Skills and Competencies: Computer literacy; Strategic capability and leadership; Case-flow management; Financial skills; Information and knowledge management; Project management; Service delivery innovation;

- Legislative drafting; Presentation and facilitation; Ability to analyze and develop policies; Communication skills (written and verbal)
- DUTIES** : Key Performance Areas: Assess merit and validity of all complaints in line with mandate of the Office of the Legal Services Ombud; Determine additional requirements based on assessment of complaints; Analyze data and advice on necessary corrective actions; Produce investigation report on all complaints and advice on remedial actions thereof; Gather relevant evidence and conduct witness interviews; Provide legal advisory services to Office of the Legal Services Ombud (OLSO); Draft and review of legal opinions, advice, contracts and service level agreements, correspondence to ensure quality control, compliance with policies, procedures and regulations; Manage litigation matters on behalf of OLSO; Conduct legal research and knowledge management; Monitor the investigation of complaints, conduct of disciplinary committees and appeal tribunals during LPC; Develop and implement policies, systems and processes in line with legislative provisions and best practices principles; Develop and review policy guidelines and procedures for assessment operations and investigation/monitoring operations.
- ENQUIRIES** : Ms. K. Ngomani Tel No: (012) 357 8661
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: 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 Street, Pretoria.
- POST 40/42** : **DEPUTY DIRECTOR: CONSTITUTIONAL RESEARCH AND REVIEW REF NO: 21/143/CD**
- SALARY** : R733 257 – R863 748 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; 3 years experience of management level (Assistant Director) in legal environment and/or research; Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and all relevant governance prescripts; Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel. etc); Numerical and analytical; Communication skills (verbal and written); Planning and organizing skills; Problem analysis/solving skills; Project management; Research and analytical skills; Financial management skills; Policy development and analysis skills; Strategic and conceptual orientation; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Conduct research on legislation impacting on fundamental human rights and values as it relates to constitutional democracy; Develop concept documents on crucial research and constitutional matters; Monitor the implementation of constitutional instruments by the three spheres of government; Conduct and form research partnerships with research bodies and tertiary institutions; Coordinate committee inputs and resolutions from the Constitutional Review Committee in Parliament.
- ENQUIRIES** : Mr M Mokoena Tel No: (012) 315 1844 or Tel No: (012) 357 8650
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 40/43** : **AREA COURT MANAGER (DEPUTY DIRECTOR) (X7 POSTS)**
- SALARY** : R733 257 – R863 748 per annum, (all-inclusive remuneration package). (The successful candidate will be required to sign a performance agreement).
- CENTRE** : Magistrate Office: Khayelitsha Ref No: 112/2021/WC
Magistrate Office: Wynberg Ref No: 113/2021/WC
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>	:	A three year Bachelor Degree in Public Management Administration or National Diploma (NQF Level 6) or equivalent qualification; Six (6) years relevant experience of which three (3) years should be at management level; A valid driver's license; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendations. Skills and Competencies: Communication (verbal and written) skills; Good interpersonal relations; Computer literacy; Language Skills; Ability to operate technical equipment; Organising skills; Leadership skills; Finance Management skills; Project Management.
<u>DUTIES</u>	:	Key Performance Areas: Develop, present and implement strategic and business plans in the area; Play a leadership role in determining and implementing departmental policies; Manage the facilities, physical resources, information and communication related to the courts; Compile, analyse and present court performance statistics and trends as required by relevant users; Develop and implement strategies towards value – added services; Lead and manage the transformation process in the designated offices; Provide case tracking services to the judiciary and prosecuting authority.
<u>ENQUIRIES</u>	:	Cape Town: Ms N Bekwa Tel No: (021) 469 4000 Kwazulu-Natal: Mr JN Mdaka Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Cape Town: Please forward your application to: Regional Head: Private Bag X 9171, Cape Town 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town. Kwazulu-Natal: 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.
<u>FOR ATTENTION NOTE</u>	:	Mr M Ketelo Separate application must be made per centre and quoting the relevant reference number.
<u>POST 40/44</u>	:	<u>DEPUTY MASTER MR-6 REF NO: 21/245/MAS</u>
<u>SALARY</u>	:	R473 820 – R1 140 828 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master of the High Court: Office of the Chief Master LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Skills And Competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties in terms of the Act by virtue of the delegation of South African Receiver of Revenue; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure effective and efficient delivery of services, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of resolution; Assist in drafting Branch APP, SDIP & Operational plans.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Msiza Tel No: (012) 315 4754 Quoting the relevant reference number, direct your application to: 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>	:	People with disabilities are encouraged to apply.

<u>POST 40/45</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL SERVICES REF NO: 21/250/LD</u>
<u>SALARY</u>	:	R473 820 – R1 140 828 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria LLB or four year legal qualification as recognized by SAQA (NQF level 7); A minimum of 8 years appropriate post qualification legal/ litigation and administrative experience; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of criminal procedure, practice and court rules; A valid driver's license. Skills and Competencies: Legal research and drafting skills; Report writing and analytical skills; Computer literacy; Planning and decision making skills; Interpersonal and language skills; Communication skills (written and verbal); Strategic capability and leadership skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage all requests for vetting of contracts and legal advice and opinions relating to contracts; Manage the process of dealing with and managing labour litigation matters; Manage out of service debt; Manage and process losses in respect of state money and property including fruitless, wasteful and transport matters; Increase compliance with resources to achieve and sustain an unqualified audit in law enforcement.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P. Leshilo Tel No: (012) 357 8240 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>	:	People with disabilities are encouraged to apply.
<u>POST 40/46</u>	:	<u>COURT MANAGER (X8 POSTS)</u>
<u>SALARY</u>	:	R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Offices; Blue Downs: Ref No: 114/2021/WC Magistrate Offices Caledon Ref No: 115/2021/WC Magistrate Offices Goodwood: Ref No: 116/2021/WC Magistrate Offices Mitchells PLAIN: Ref No: 117/2021/WC Magistrate, Elliotdale; Ref No: 151/21EC Magistrate, Ngcobo; Ref No: 152/21EC Magistrate, Stuterheim; Ref No: 153/21EC Magistrate, Willowvale; Ref No: 154/21EC
<u>REQUIREMENTS</u>	:	A three (3) year qualification in Administration or a National Diploma Service Management (NQF Level 5) plus the module in Case Flow Management or equivalent qualification; At least three (3) years managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license; Experience in the court environment will be an added advantage. Skills and Competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Ability to supervise staff; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial , human resources of the office; as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Management of Security; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Communication and relations with the internal and external stake holders; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.
<u>ENQUIRIES</u>	:	Cape Town: Ms N Bekwa Tel No: (021) 469 4000

<u>APPLICATIONS</u>	:	East London: Ms N Nghona Tel No: 043 702 7000 / 7138 Cape Town: Please forward 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. East London: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
<u>FOR ATTENTION NOTE</u>	:	Mr M Ketelo Separate application must be made per centre and quoting the relevant reference number.
<u>POST 40/47</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICE (X2 POSTS)</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum, (The successful candidate will be required to sign performance agreement)
<u>CENTRE</u>	:	Magistrate Office: Cape Town Ref No: 118/2021/WC Magistrate Office: Vredendal Ref No: 119/2021/WC
<u>REQUIREMENTS</u>	:	A financial degree or relevant three year National Diploma/qualification on NQF level 6; Minimum of 3 years experience in the field of Finance, Administration and Human Resource Management; Knowledge and understanding of Public Service Finance Management Act, Public Service Regulations; Knowledge and understanding of Government processes relating to procurement of assets; A valid driver's license. Skills and Competencies: Financial Management Skills; Project Management; Communication (including writing) with the ability to motivate and direct people; Strategic and conceptual orientation; Team orientated and results driven; Interpersonal relations and customer orientation; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail; Ability to work under pressure, independently and proactively; Computer literate.
<u>DUTIES</u>	:	Key Performance Areas: Monitor financial administration and compliance at cluster level; Compile and analyse the budget expenditure patterns within the cluster and report to the Area Court Manager accordingly; Analyse and address all shortcomings noted in the office's monthly financial returns, such as unclassified monies and outstanding deposits/EFT's; Manage all Supply Chain Management transactions; To ensure that all thefts and losses are reported as prescribed; Ensure that all transactions are audit ready; Effective control over risk management matters in the cluster; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Ketelo Tel No: (021) 4625471 Please forward 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.
<u>FOR ATTENTION NOTE</u>	:	Ms K Mdledle Separate application must be made per centre and quoting the relevant reference number.
<u>POST 40/48</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 120/2021/WC</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign performance agreement.
<u>CENTRE</u>	:	Magistrate Office, Bellville
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12; National Diploma: Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Proficiency English; Proficiency in two (2) or more indigenous languages; Five (5) years of practical experience as a Court Interpreter with minimum two (2) years supervisory experience; A valid driver's license. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytic thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in complex cases (i.e. high profile cases); Interpret in criminal, civil, labour court, small claims courts; Interpret in disciplinary hearings; Interpret in conciliation and arbitration; Interpret in confession; Interpret in pre – trial proceedings and consultations; Translate legal documents and exhibits; develop terminology; Assist with the reconstruction of court records;

- Attend to personnel administrative aspects; Control and supervision of interpreters; Procure foreign language interpreters and casuals in line with PFMA.
- ENQUIRIES** : Mr H Konkie Tel No: (021) 469 4000
- APPLICATIONS** : Please forward 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.
- POST 40/49** : **ADMINISTRATIVE OFFICER (X2 POSTS)**
(Re-Advertisement)
- SALARY** : R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office: Jacobsdal: Ref No: 21/82/FS
Magistrate's Office: Petrus Steyn: Ref No: 21/83 /FS
- REQUIREMENTS** : Three year Bachelor's degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience. Skills and Competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.
- 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; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co- workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of the DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office.
- ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street.
- NOTE** : Separate application must be made per centre and quoting the relevant reference number.
- POST 40/50** : **ADMINISTRATION OFFICER (X2 POSTS)**
- SALARY** : R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Butterworth: Ref No: 144/21EC (Re-Advertisement)
Magistrate, Peddie: Ref No: 143/21EC
- REQUIREMENTS** : B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 Years relevant experience in Office or Court Administration; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.
- DUTIES** : Key Performance Areas: Perform general supervision and controlling of clerical staff as head of the section; Manage the Performance Management System in section; Supervise Criminal, Civil sections and Family Courts; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage documents and maintain records related to accounts section; Manage the facilities, physical resources, information and communication related to the courts; Facilitate training

and development of subordinates and any other duties that may be necessary for the smooth running of the section; To perform any other duties that may be allocated by the Court Manager.

- ENQUIRIES** : Mrs. L de Kock Tel No: (043) 702 7000 / 7130
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200
- NOTE** : Separate applications must be made quoting the relevant reference number.
- POST 40/51** : **MAINTENANCE OFFICER MR1 –MR5 (X4 POSTS)**
- SALARY** : R198 411 – R480 921 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Cradock: (Will also be responsible to work at other Offices E.G. Middelburg, Somerset East, Pearston, Bedford and Adelaide) Ref No: 145/21EC
Magistrate, Humansdorp (will also be responsible to work at other Offices E.G. Hankey and Joubertina); Ref No: 146/21EC:
Magistrate, Lady Frere (will also be responsible to work at other Offices E.G. Cala, Cofimvaba, Dordrecht, Indwe): Ref No: 147/21EC
Magistrate, Mdantsane; Ref No: 148/21EC (Re-Advertisement)
- REQUIREMENTS** : LLB Degree or a four year recognized legal qualification; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Extensive knowledge of the maintenance system; and family law matters.
- DUTIES** : Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Compile statistics; Any other administrative functions as required from time to time.
- ENQUIRIES** : Mrs. De Kock Tel No: (043) 702 7000 / 7130
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
- NOTE** : Separate applications must be made quoting the relevant reference number.