

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 06 December 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 41/33** : **HEAD: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)-GITO**  
**REF NO: 21/187/ISM**  
(Re-advertisement: candidates who previously applied must re-apply)

**SALARY** : R1 251 183 – R1 495 956 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : Bachelor's Degree (NQF level 7) in Computer Science/ Information Technology and Systems or equivalent qualification; A post graduate qualification in relevant field; A minimum of 5 years experience on Senior Management level in Information and Communication Technology; Experience in execution of a large scale modernisation programme; Knowledge of all relevant governance prescripts, including Treasury instructions, Public Service Act, Public Finance Management Act, DFI, Public Service Regulations and related processes and prescripts; Knowledge of ITIL, COBIT and other ICT standards, CRISC, CISA, CGEI. 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; Quality assurance, people management and empowerment; Client Orientation and Customer Focus; Communication; Honesty and Integrity.

**DUTIES** : Key Performance Areas: Provide executive, strategic and operational leadership for the development, implementation and maintenance of the Department's ICT strategy, Governance and Architecture; Direct and facilitate ICT's role in the development, implementation and monitoring of the Department's digital government strategy; Strategically manage and oversee the design, development and implementation of ICT business solutions and applications; Strategically manage and oversee continuous ICT operations and service improvement; Provide effective people management.

**ENQUIRIES** : Mr. J Maluleke Tel No: (012) 315 1090

- 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.
- NOTE** : Preference will be given to women and people with disability.
- POST 41/34** : **DIRECTOR: CONSTITUTIONAL IMPLEMENTATION REF NO: 21/251/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** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate (NQF level 7) LLB as recognized by SAQA or equivalent qualification; 5 years experience at a middle/ senior managerial level; Knowledge of Human Rights and Constitutional Law will be an added advantage; Knowledge of Constitution of South Africa, Human Rights laws, LGBTI and TIP Act, PAJA and PAIA legislation. Skills And Competencies: Strategic capability and leadership; Communication skills; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; Client orientation and customer focus; Honesty and integrity.
- DUTIES** : Key Performance Areas: Implement programmes which support legislation related to HIV/ AIDS, LGBTI and trafficking in persons (TIP) system in collaboration with government departments; Manage programmes that promote administrative justice and access to information; Collaborate with government departments to conduct research on the implementation of constitutionally mandated legislation; Promote constitutional rights programmes and stakeholder management; Coordinate and maintain the policy and legislation portal.
- ENQUIRIES** : Mr. M Mokoena Tel No: (012) 357 8650
- 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 41/35** : **AREA COURT MANAGER: (DEPUTY DIRECTOR) REF NO: 48/21NC/UPN**
- SALARY** : R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office Upington
- REQUIREMENTS** : 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 licence; 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.
- DUTIES** : 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.
- ENQUIRIES** : Ms S. Segopa Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

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| <b><u>POST 41/36</u></b>             | : | <b><u>DEPUTY DIRECTOR: INTERNSHIPS AND LEARNERSHIPS REF NO: 21/252/HR</u></b>  |
| <b><u>SALARY</u></b>                 | : | R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | National Office Pretoria   |
|                                      | : | A National Diploma or equivalent related qualification in Human Resource; 3 years experience in Human Resource of which 3 years must be at middle management level (Assistant Director); Training exposure in any of the following: Training and Development, Change Management and Diversity Management; Knowledge and understanding of HR related prescripts e.g. Employment Equity, Public Service Regulations and Acts. Skills and Competencies: Motivational and negotiation skills; Planning and organizing skills; Communication skills (verbal and written); Problem solving and decision making; Team leadership; Change management; Presentation and facilitation; Computer literacy; Ability to work under pressure and tight deadlines; Client orientation and Customer focus. |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Manage the quality assurance of skills planning and development services; Manage, develop and coordinate Learnership and Internship policy, strategy and standards; Manage and implement performance management systems, strategy and standards; Develop and review human resource development policies and strategies; Provide effective people management; Manage women and youth development programs and policy development.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr. J Maluleke Tel No: (012) 315 1090  |
|                                      | : | Quoting the relevant reference number, direct your application to: Postal address: 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 Street, Pretoria.   |
| <b><u>NOTE</u></b>                   | : | People with disabilities are encouraged to apply.  |
| <b><u>POST 41/37</u></b>             | : | <b><u>ASSISTANT DIRECTOR: SECURITY RISK AND MANAGEMENT REF NO: 21/VA65/NW</u></b>  |
| <b><u>SALARY</u></b>                 | : | R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Regional Office; Mahikeng  |
|                                      | : | B Degree or National Diploma Security Management/ Risk Management or relevant equivalent qualification; PSIRA Grade B; At least three years supervisory experience in security management; A valid driver's license; Thorough knowledge of the MISS 1998; Control of Access to Public premises and Vehicle Act, 1985(Act No.53 of 1985); The successful candidate will be required to travel extensively. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Project management skills; Presentation skills; Ability to work under pressure; Administrative and Organizational skills; Sound interpersonal relations; Accuracy and attention to detail; Investigation skills.   |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Perform variety of duties related to the core functions of the security and risk management unit; Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region and ensure implementation of security measures at courts (Physical, Personnel, document and Information security in consultation with the court managers); Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Roll out of contingency plan and OHS compliance at sub-offices within the region; Ensure the safety of all persons in the court environment.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms. L Shoai at Tel No: (018) 397 7061  |
|                                      | : | Quoting the relevant reference number, direct your application to: Email Address: DOJASD-RISK@justice.gov.za Or Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.  |

- POST 41/38** : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: 21/188/HR**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria  
3 years Bachelor's Degree or National Diploma NQF level 6 in HRM/ Development; 3 years experience as Human Resource Practitioner; Knowledge of Skills Development Levies Act, Employment Equity Act, SAQA and understanding of SETA functions and requirements; Understanding of principle of Adult learning and Human Resource policies and prescripts; Knowledge of financial management in relation to PFMA; Skills and Competencies: Planning and organizing skills; Creative thinking; Customer services orientation; Decision making skills; Organizational communication effectiveness; Problem analysis; Self-management; Team membership; Technical proficiency; Project management.
- DUTIES** : Key Performance Areas: Design and coordinate training programmes in the department; Provide training on programmes/ courses in the department; Assist in the facilitation of the provision of training by external service providers; Assist in the evaluation and monitoring of the provision training programmes in the department; Develop and review training and development policies and strategies; Develop workplace skills plan and compile annual training report. Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr J. Maluleke Tel No: (012) 315 1090  
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.
- NOTE** : People with disabilities are encouraged to apply.
- POST 41/39** : **ASSISTANT DIRECTOR: INTERNSHIP AND LEARNERSHIP REF NO: 21/189/HR**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria  
3 years Degree or National Diploma NQF level 6 in HRM/ Development; 3 years experience in Human Resource Development; Knowledge of Skills Development Levies Act, Employment Equity Act, SAQA and understanding of SETA functions and requirements; Understanding of principle of Adult learning and Human Resource policies and prescripts; Knowledge of financial management in relation to PFMA; Occupational Directed Education Training and Development Programme (ODETDP) will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy (MS Word, Outlook, Excel and Persal); Numeracy skills; Good interpersonal relations and communication skills; Ability to work independently and as part of a team; Problem solving skills and decision making skills; Project management skills; Presentation and facilitations skills; Time management; Conflict management skills.
- DUTIES** : Key Performance Areas: Implement Workplace Skills Plan (WSP); Recruit and placement of interns and learners; Administer internships and learnership; Monitor and evaluate internship and learnership programme; Manage closing of internship and learnership programme.
- ENQUIRIES APPLICATIONS** : Mr J. Maluleke Tel No: (012) 315 1090  
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.
- NOTE** : People with disabilities are encouraged to apply.
- POST 41/40** : **ASSISTANT DIRECTOR (FINANCIAL OPERATIONS MANAGER) REF NO: 50/21/NC/RO**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : Regional Office (De Aar Cluster)  
 : A recognized National Diploma/Degree in Financial Management or equivalent qualification; A minimum of three (3) years relevant experience in a financial accounting/ management environment; A valid driver's licence; Skills and Competencies: Computer literacy (MS Office with focus on Excel and PowerPoint); Good communication skills (written and verbal); General office and project management; Sound financial management; Good interpersonal relations; Strong analytical skills and assertiveness; Ability to work under pressure and be self-motivated; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Ensure financial administration, maintenance and compliance within (courts) cluster; Identify financial problems and risk; Analyse procurement and asset management within the cluster; Provide financial capacity building within own designated area; Review monthly performance with the Regional Financial Manager.
- ENQUIRIES APPLICATIONS** : Ms R De Klerk Tel No: 053) 8021300  
 : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 41/41** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 149/21EC**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, East London  
 : A three-year Bachelor's degree / National Diploma in Labor Law / Labour Relations or relevant equivalent relevant qualification (NQF level 6); Three years working experience in Labour Relations or Human Resources Management; Three years' supervisory / management experience; Knowledge and understanding of Public Service Legal Framework, Knowledge of Public Service Regulations, Labour legislation, government policies and procedures; A valid driver's license. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc); Good communication skills (written and verbal); Good interpersonal relations; Policy development; Managerial and Project management skills; Negotiation skills; Basic Financial management; Research and analytical skills; Policy development; Report writing skills.
- DUTIES** : Key Performance Areas: Develop, implement and maintain sound labour relations policies, practices and systems; Handle grievances, disputes and disciplinary matters; Monitor and collate information during strike action and report on it to the Deputy Director: Employee Relations; Facilitate Employee Relations related capacity building programmes; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. Nghona Tel No: 043 702 7000 / 7138  
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200
- POST 41/42** : **ADMINISTRATIVE OFFICER (OFFICE MANAGER) REF NO: 21/145/KZN**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Phungashe  
 : A three year Bachelor's degree /National Diploma in Administration or relevant equivalent qualification. 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: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third

Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; 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 justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.

**ENQUIRIES** : Ms V T 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

**POST 41/43** : **ADMINISTRATIVE OFFICER REF NO: 21/146/KZN**

**SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate Court, Durban  
**REQUIREMENTS** : At three year Bachelor's degree /National Diploma in Administration or relevant equivalent qualification. 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: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; 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 justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.

**ENQUIRIES** : Ms V T 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

**POST 41/44** : **ADMINISTRATIVE OFFICER REF NO: 59/21/NC/CAR**

**SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate Office Carnavon  
**REQUIREMENTS** : A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; 3 years administration experience, Departmental Financial and Case flow Management systems; Experience in Vote and Trust Account; A valid driver's license. Skills and Competencies: Supervisory skills; Computer literacy (MS Office, MS Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure.

**DUTIES** : Key Performance Areas: Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render

advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.

**ENQUIRIES APPLICATIONS** : Ms Deidre Joseph Tel No: (053) 8021300  
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

**POST 41/45** : **INTERNAL AUDITOR REF NO: 21/254/IA**

**SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Regional Office: Bloemfontein  
: An appropriate 3 year Degree/ National Diploma with majors in Auditing/ Internal Auditing and Accounting; At least 1 year experience in Internal Auditing (includes internship/ learnership); Knowledge of the Public Finance Management Act; Knowledge of the standards set by the institute of Internal Auditors (IIA). Skills and Competencies: Communication skills (both verbal and written); Financial management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.

**DUTIES** : Key Performance Areas: Conduct risk assessments and draft reports; Prepare audit programmes together with the Audit Manager; Conduct audit assignments in accordance with the audit methodology; Gather adequate, component, relevant and useful audit evidence; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activities.

**ENQUIRIES APPLICATIONS** : Ms M.D Modibane Tel: (012) 315 1668  
: 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 Building, Pretoria, 0001  
**NOTE** : People with disabilities are encouraged to apply.

**POST 41/46** : **CHIEF ADMINISTRATION CLERK (X3 POSTS)**

**SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate's Courts, Pinetown (Ref No: 21/148/KZN), Vulamehlo Ref No: 21/149/KZN and Mahlabathini (Ref No: 21/150/KZN)

**REQUIREMENTS** : Grade 12 or equivalent; A minimum of 3 years' relevant experience. Skills and Competencies: Computer literacy MS Office; Good communication written and verbal; Good interpersonal relations; Able to work independently and under pressure; Attention to detail.

**DUTIES** : Key Performance Areas: Control of the sections related to Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyze statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; 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 justice; Implement departmental policies; Perform any other duties as directed by the Supervisor / Court manager or Area Court Manager.

**ENQUIRIES APPLICATIONS** : Ms V. Mlandiso 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 41/47** : **SENIOR COURT INTERPRETER REF NO: 21/151/KZN**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Durban
- 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 (IsiXhosa and Sesotho); 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
- POST 41/48** : **SENIOR COURT INTERPRETER REF NO: 21/152/KZN**
- SALARY** : R261 372 – R307 890 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
- POST 41/49** : **MAINTENANCE INVESTIGATOR (X2 POSTS)**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Courts, Mtunzini Ref No: 21/153/KZN  
Ngwelezane Ref No: 21/154/KZN
- REQUIREMENTS** : A Grade 12 certificate with two years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license code EB; Knowledge of computer literacy (experience in MS Word and Excel). Certificate reflecting these courses to be attached. Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Ability to: Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressured environment; Assist the court in the conducting of maintenance matters for the court.



- DUTIES** : Key Performance Areas: Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Render any administrative support to the office; Outdoor function requiring physical tracing capabilities; Perform any other administrative functions as required from time to time; Serve documents on complainants/respondents/banks/employers/ etc.
- 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 41/50** : **SENIOR COURT INTERPRETER REF NO: 52/21/NC/SPR**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Springbok  
: Grade 12 and National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with minimum of three (3) years' practical experience as a Court Interpreter OR Grade 12 with ten (10) years practical experience as a court interpreter. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. A valid drivers' license will be an added advantage. Language: IsiXhosa, Setswana, English, Afrikaans are compulsory. Sesotho or isiZulu or proficiency in any official language will be an added advantage. Skills And Competencies: Excellent communication, Listening, Inter- personal relations. Problem solving; Planning and organizing and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure.
- DUTIES** : Key Performance Areas: To interpret in court of Law (Civil and Criminal matters); Manage and supervise court interpreters; To interpret in small claims courts; Interpret in pre- trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings and , pre-trial, consultation, quasi and judicial; Interpret non-verbal gesture, dramatization and confessions; Ensure that subordinates conclude performance agreements; Review performance agreements and give feed back to Court Interpreters; Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department; To attend to all other duties assigned to him / her from time to time and to assist with the necessary Administrative duties.
- ENQUIRIES APPLICATIONS** : Ms Deidre Joseph Tel No: (053) 8021300  
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 41/51** : **SENIOR COURT INTERPRETER REF NO: 21/86/FS**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Koffiefontein (Stationed at Heilbron)  
: NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) Driver's license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure. Language

- Proficiency HEILBRON: Afrikaans, IsiZulu, Sesotho, English. (Setswana and IsiXhosa will be an added advantage).
- DUTIES** : Key Performance Areas: To interpret in court of Law (Civil and Criminal matters. Entering of criminal cases in the criminal record book / register. To interpret in small claims courts. Interpret in pre-trial proceedings and consultations. Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feed back to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics. Making arrangements for foreign languages interpreters in consultation with the Prosecutor. To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.
- 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, Bloemfontein, 9301
- POST 41/52** : **SENIOR COURT INTERPRETER REF NO: 21/87/FS**  
(Re-Advertisement)
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Virginia
- REQUIREMENTS** : NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) Driver's license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure. Language Proficiency: Virginia: English, Afrikaans, Sesotho, isiXhosa and IsiZulu.
- DUTIES** : Key Performance Areas: To interpret in court of Law (Civil and Criminal matters. Entering of criminal cases in the criminal record book / register. To interpret in small claims courts. Interpret in pre-trial proceedings and consultations. Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feed back to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics. Making arrangements for foreign languages interpreters in consultation with the Prosecutor. To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.
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