

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 27 February 2023
- NOTE** : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. 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.
- ERRATUM:** Please note that the post of Chief Administration Clerk: Ref No: 23/05/FS that was advertised on Public Service Vacancy Circular 03 of 2023 (Post No 03/79) dated 27 January 2023 has an error under the requirements. The correct requirement is "A minimum of 3 years experience in Administration". The post has been amended with the closing date of 27 February 2023.

MANAGEMENT ECHELON

- POST 05/92** : **CHIEF MASTER/DEPUTY DIRECTOR GENERAL: FAMILY LAW SERVICES REF NO: 23/05/MAS**
- SALARY** : R1 590 747 – R1 791 978 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An appropriate LLB Degree or a four-year recognized legal qualification (NQF level 8); 8 years of experience at senior managerial level of which 5 years should be in the management of Deceased Estates, Insolvencies and Trusts; Knowledge of all spheres of law including interpretation of statutes, administrative law, law of contracts and asset forfeiture; Knowledge of PFMA and Treasury Regulations. 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: Provide strategic leadership to the Office of the Master of the High Court; Formulate policy, strategy and facilitate operational risk management across the Master of the High Court; Manage and provide corporate governance to the Master of the High Court's operations in terms of the enabling legislations; Facilitate and manage the stakeholder relations for the Master's Branch; Manage the finance of the Branch as delegated; Provide effective people management.
- ENQUIRIES** : Mr S Maeko Tel No: (012) 315 1996

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 : People with disabilities are encouraged to apply.

POST 05/93 : **DEPUTY DIRECTOR GENERAL: COURT ADMINISTRATION REF NO: 23/19/CS**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)

SALARY : R1 590 747 – R1 791 978 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate legal qualification or LLB (NQF 7), a post graduate legal qualification (NQF level 8) as recognized by SAQA or equivalent qualification; Admission as an Attorney or Advocate; A minimum of 8 years' experience at Senior Management level in a legal practice and justice system; Knowledge of Public Finance Management Act, 1999 and budget management; In depth knowledge of Public Service and its governance, Constitutional law cases, Criminal, Civil and family cases; Knowledge of all relevant governance prescripts, including Treasury instructions and Interpretation of statutes. Skills and Competencies: Strategic capability and leadership; Financial management; Project and programme management; Knowledge management; Services delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

DUTIES : Key Performance Areas: Oversee and manage the implementation of policies, legislation and programmes that promotes the rights of vulnerable groups; Oversee, manage and monitor the provision of quality service at departmental service points; Oversee and manage the strategic support, research, policy formulation and implementation for court administration; Provide operational leadership, coordination and implementation of access to justice in the regions; Oversee, manage and coordinate ICJS (Integrated Criminal Justice System) and civil law processes and procedures; Provide effective people management.

ENQUIRIES : Ms. M. Kganyago Tel No: (012) 315 1844

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.

OTHER POSTS

POST 05/94 : **FAMILY ADVOCATE REF NO: 23/20/KZN**

SALARY : R797 901 – R1 284 861 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Family Advocate: Newcastle

REQUIREMENTS : An LLB Degree or recognized four (4) year legal qualification; At least five (5) years appropriate post qualification, litigation experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa; A valid driver's licence; Afrikaans would be an added advantage. Skills and Competencies: Computer Literacy; Report writing skills ; Litigation; Advocacy; Legal research and drafting; Dispute resolution; Conflict resolution skills and Case flow management.

DUTIES : Key Performance Areas: Institute enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Attend to Hague matters and liaise with Judges, Attorneys, Psychologist, Social Workers and other relevant professionals; Furnish the court with recommendations on any matter concerning the welfare of a minor child involved in a pending matter; Endorse settlement agreements or commenting thereon; Promoting access to the Family Advocate services and create public awareness; Attend to relevant circuit courts within KwaZulu-Natal province.

- ENQUIRIES APPLICATIONS** : Ms NF Nkosi Tel No: (031) 372 3000
 : Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 05/95** : **AREA COURT MANAGER REF NO: 23/21/KZN**
- SALARY** : R766 581 – R903 006 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : King Cetshwayo District
 : An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license; Skills and Competencies: Strong Leadership and management capabilities; Strategic capabilities; Financial Management skills; Project management; Good communication (verbal and written); Computer literacy; Planning and organizing skill; Decision making skills; Presentation skill; Developing others.
- DUTIES** : Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
 : Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 05/96** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 2023/16/GP**
- SALARY** : R533 631 – R1 247 166 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Pretoria
 : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's license; Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide supervision and training to other professional staff.
- ENQUIRIES APPLICATIONS** : Ms R Moabelo Tel No: (011) 332 9000
 : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant Law Society must accompany the application.

<u>POST 05/97</u>	:	<u>DEPUTY MASTER MR-6 REF NO: 23/14/MAS</u>
<u>SALARY</u>	:	R495 354 – R1 192 677 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: Thohoyandou 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; Understanding of Administration of Deceased & Insolvent Estates, Curatorships, Trusts and Guardians Fund. Skills and Competencies: 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 review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the Strategic Objectives of both the Masters Branch as well as the Department; Provide effective and efficient delivery of service, 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 its resolution.
<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 Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 05/98</u>	:	<u>COURT MANAGER REF NO: 2023/10/GP</u>
<u>SALARY</u>	:	R491 403 – R578 841 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Johannesburg (Soweto) An undergraduate National Diploma/ Degree qualification (NQF level 6) as recognized by SAQA in Public Administration/ Management/ Law/ Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment with a minimum of 2 years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; impact and influence; Planning and organizing; Problem solving; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial, Human resource; Risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements; Manage service level agreements.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms RR Moabelo Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg

- POST 05/99** : **PRINCIPAL COURT INTERPRETER REF NO: 2023/05/GP**
(This post is a re-advertising: candidates who previously applied are encouraged to re-apply)
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Protea: Lenasia
- REQUIREMENTS** : NQF level 4/Grade 12, Diploma in Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5 ;Five years of practical experience as a Court Interpreter with a minimum two years supervisory experience; Proficiency in English and two or more indigenous languages; Language requirements: English, IsiZulu, South Sotho/IsiXhosa; A Valid driver's license. Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise Interpreters; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Procure foreign language interpreters and casuals in line with PFMA.
- ENQUIRIES** : Ms T Maphoto Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
- POST 05/100** : **PRINCIPAL COURT INTERPRETER REF NO: 2023/06/GP**
(This post is a re-advertisement: candidates who previously applied are encouraged to re-apply)
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Protea
- REQUIREMENTS** : NQF level 4/Grade 12, Diploma in Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Five years of practical experience as a Court Interpreter with a minimum two years supervisory experience; Proficiency in English and in two or more indigenous languages; Language requirements: English, IsiZulu, and Xitsonga/ Tshivenda/ Sesotho/ Sepedi; A valid driver's license. Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical Thinking; Problem Solving; Planning and Organising; Confidentiality; Ability to work under pressure; Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise Interpreters; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Provide effective people management; Procure foreign language interpreters and casuals in line with PFMA.
- ENQUIRIES** : Ms T Maphoto Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
- POST 05/101** : **ADMINISTRATIVE OFFICER (X3 POSTS)**
- SALARY** : R331 188 – R 390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Pretoria Ref No: 2023/14/GP
Magistrate's Office: Villiers Ref No: 23/07/FS
Magistrate Court: New Hanover Ref No: 23/22/KZN
- REQUIREMENTS** : Three years National Diploma/ Bachelor Degree in Public Administration / Public Management or equivalent; 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management, and Risk Management, Knowledge of Public Financial Management, Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions, BAS and Justice Yellow Pages; Budget control, Asset, Facility Management and PFMA. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Sound leadership and management skills; Good interpersonal relations.

- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users.
- ENQUIRIES** : Gauteng: Ms P Raadt Tel No: (011) 332 9000
Free State: Ms NM Dywili Tel No: (051) 407 1800
KwaZulu-Natal: Ms N.F. Nkos Tel No: (031) 372 3000
- APPLICATIONS** : **Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg 2000 Or Physical Address: Provincial Office –Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg.
Free State: Please direct your applications to: The Director: HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
Applications: KwaZulu-Natal: Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 05/102** : **ADMINISTRATIVE OFFICER REF NO: 23/23/KZN**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the Family Advocate: Durban
Three year National Diploma/Bachelor's degree in Business Administration at NQF level 6 or related; A minimum of 3 years working experience in Administration of which at least 1 year should be at supervisory level/team leader; Knowledge of the Medium Term Expenditure Framework; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Good Interpersonal relations; Organizational and leadership skills; Work independently.
- DUTIES** : Key Performance Areas: Execute administrative functions and provide effective management within the office/service point; Provide supply chain management and human resources services of administrative component of the Family Advocate offices at the service points (Durban & Ntuzuma); Render advice/assistance on a wide spectrum of matters within occupational class context; Compile and submit monthly statistics and expenditure in respect of an office; Manage and control allocated government vehicles and safeguard departmental asset.
- ENQUIRIES APPLICATIONS** : Ms V T Mlandeliso Tel No: (031) 372 3000
Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 05/103** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1 -3 REF NO: 23/24/KZN**
- SALARY** : R269 301 – R465 669 per annum, (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Durban
Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Knowledge and experience in Mediation; Court Experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers' license. Skills and Competencies: Computer literacy; 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: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related

- family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in 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; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes;
- ENQUIRIES APPLICATIONS** : Ms V T Mlandeliso Tel No: (031) 372 3000
- : Kwazulu-Natal: Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 05/104** : **ADMINISTRATIVE OFFICER: LEGAL SERVICES REF NO: 23/25/KZN**
(This is a re-advertisement: Candidates who previously applied are encouraged to re-apply)
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office: Durban
- : A three year National Diploma/Bachelor's Degree in Administration or equivalent relevant qualification; 3 year experience in the Justice System and/or relevant sector environment; A valid driver's license. Willingness to travel. Skills and Competencies: Computer literacy (including Word, Excel, PowerPoint); Facilitation and Presentation skills; Good Interpersonal relations; Ability to liaise with the team members and stakeholders; Excellent communication skills (verbal and written); Accuracy and attention to detail; analytical skills.
- DUTIES** : Key Performance Areas: Provide secretariat services in the Inter-sectoral Committees and meetings on behalf of the Directorate Legal Administration; Coordinate , collate and analyse statistics from the courts and stakeholders; Prepare reports and memoranda; Deal with complaints and ensure the effective administration of the specialized Courts (maintenance, domestic violence, equality courts, sexual offences courts, Children's Courts, Protection from Harassment) as well as Small Claims courts in the province; Organize and participate in outreach programmes and trainings in the province; Deal with general administrative duties within the Directorate as required.
- ENQUIRIES APPLICATIONS** : Ms MP Khoza Tel No: (031) 372 3000
- : Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 05/105** : **SENIOR COURT INTERPRETER REF NO: 2023/03/GP**
(This is a re-advertisement: candidates who previously applied are encouraged to re-apply)
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Protea
- : Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and minimum of three years practical experience in court interpreting or Grade 12 with ten (10) year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages; Language requirements: English, IsiXhosa and Sepedi/ Sesotho/ Setswana. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop Technology; Assist with the reconstruction of Court Records; Perform specific line and administrative support functions; Provide effective people management
- ENQUIRIES APPLICATIONS** : MS T Maphoto Tel No: (011) 332 9000
- : Quoting the relevant reference number, direct your application to: The Provincial Office Gauteng; Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Provincial Office – Gauteng; Department of Justice and

Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg.

- POST 05/106** : **SENIOR COURT INTERPRETER REF NO: 2023/04/GP**
(This is a re-advertisement: candidates who previously applied are encouraged to re-apply)
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Pretoria
Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and minimum of three years practical experience in court interpreting Or Grade 12 and with ten (10) year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages; Language requirements: English, IsiNdebele, Siswati, Sepedi/ Setswana. skills and competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical Thinking; Problem Solving; Planning and Organising; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop Technology; Assist with the reconstruction of Court Records; Perform Specific Line and administrative Support functions; Provide effective people management to Interpreters.
- ENQUIRIES APPLICATIONS** : Ms P Raadt Tel No: (011) 332 9000
Quoting the relevant reference number, direct your application to: The Provincial Office Gauteng; Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Provincial Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg.

- POST 05/107** : **SENIOR COURT INTERPRETER REF NO: 2023/07/GP**
(This is a re-advertisement: candidates who previously applied are encouraged to re-apply)
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Johannesburg
Grade 12 and Diploma in Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and a minimum of three years practical experience in court interpreting or Grade 12 with ten (10) year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages; Language requirements: English and Afrikaans. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical Thinking; Problem Solving; Planning and Organising; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop Technology; Assist with the reconstruction of Court Records; Perform Specific Line and administrative Support functions; Provide effective people management to Interpreters.
- ENQUIRIES APPLICATIONS** : Ms P Raadt Tel No: (011) 332 9000
Quoting the relevant reference number, direct your application to: The Provincial Office Gauteng; Private Bag X6, Johannesburg, 2000 or Physical address: 7th floor; Provincial Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg.

- POST 05/108** : **SENIOR COURT INTERPRETER (X2 POSTS)**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court: Ladysmith Ref No: 23/27/KZN
Magistrate Court: Vryheid Ref No: 23/28/KZN
- REQUIREMENTS** : Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and a minimum of three year practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages

(SeSotho and IsiZulu); 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 NF Nkosi / Ms MP Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

POST 05/109 : **SENIOR COURT INTERPRETER REF NO: 02/23/NC/POS**

SALARY : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Postmasburg Magistrate Office

REQUIREMENTS : Grade 12 and Diploma in Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and a minimum of three years practical experience in court interpreting or Grade 12 with ten (10) year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages; Language requirements: Setswana, English and Afrikaans/ Sesotho English and Afrikaans. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical Thinking; Problem Solving; Planning and Organising; Confidentiality; Ability to work under pressure.

DUTIES : Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop Technology; Assist with the reconstruction of Court Records; Perform Specific Line and administrative Support functions; Provide effective people management to Interpreters.

ENQUIRIES : Ms I. Mafungo Tel No: (053) 8021300

APPLICATIONS : Quote the relevant reference number and direct your application to: 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 05/110 : **CHIEF ADMINISTRATION CLERK (X4 POSTS)**

SALARY : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Benoni Ref No: 2023/15/GP
Magistrate Johannesburg Ref No: 2023/09/GP
Magistrate Randburg Ref No: 2023/08/GP
Magistrate's Office, Empangeni Ref No: 23/26/KZN

REQUIREMENTS : Grade 12 certificate or equivalent; A minimum of 3 years administration experience required; Skills and Competencies: Computer literacy (MS Office, MS Excel & PowerPoint); Good Communication (verbal and written); Good interpersonal relations and problem solving skills; Ability to work under pressure and work independently.

DUTIES : Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Supervise and provide personnel administration services; Supervise and provide financial administration support services in the component. Provide various reports as and when required.

ENQUIRIES : Gauteng: Ms T Maphoto/ Ms P Raadt Tel No: (011) 332 9000
KwaZulu-Natal: Ms MP Khoza Tel No: (031) 372 3000

APPLICATIONS : **Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg 2000 Or Physical Address: Provincial Office –Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg.
KwaZulu-Natal: Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or

physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

POST 05/111 : **JUDGES SECRETARY REF NO: 23/10/CS**

SALARY : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Court: Pretoria
Grade 12 with typing/ Secretarial; A minimum of 1 year relevant experience. Skills and Competencies: Communication skills (verbal and written); Information technology; Attention to detail; Planning, organizing and control; Problem solving and decision making skills; Customer service; Interpersonal skills; Work ethic and motivation; Professional appearance and conduct; Self-management.

DUTIES : Key Performance Areas: Render secretarial duties; Provide an administrative support service; Execute court related functions.

ENQUIRIES APPLICATIONS : Ms. R. Sema Tel No: (012) 315 1333
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 05/112 : **ASSISTANT MASTER (MR3-MR5) REF NO: 23/08/FS**

SALARY : R268 755 – R953 979 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master of the High Court: Bloemfontein
LLB Degree or four years recognized legal qualification; 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estate Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations. Skills and Competencies: Estate duties, case flow management, Trust Administration of estates; Legal research and drafting; Planning and Organizing; Dispute Resolution; Time Management; Communication skills; Ability to work under pressure and independently in highly pressurized environment.

DUTIES : Key Performance Areas: Manage the Administration of Deceased Estate and Insolvency Estate; Trust Curatorship and the operations regarding the Guardian's Fund; Provide strategic direction to the office; Manage the operations regarding the Guardian's Fund and resources in the Office; Quality improve of the procedures and processes by aligning them with relevant policies and prescripts.

ENQUIRIES APPLICATIONS : Ms N Dywili Tel No: (051) 407 1800
Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.

POST 05/113 : **REGISTRAR (MR3- MR5): SPECIAL TRIBUNAL REF NO: 23/11/CS**

SALARY : R268 755 – R953 979 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
An LLB Degree or a four (4) year legal qualification; At least 2 years appropriate post qualification legal experience. Skills and Competencies: Computer literacy; Communication skills (verbal and written); Numerical skills; Attention to detail and thinking logically; Planning and organizing; Problem solving and decision making skills; Customer service orientated; Conflict management; Interpersonal skills; Strong work ethics and work independently; Professionalism and time management; Ability to work under pressure and meeting of deadlines.

DUTIES : Key Performance Areas: Coordinate Case Flow Management, appeals, reviews and support to the Judiciary; Manage the issuing of all processes initiating Court Proceedings and court orders; Facilitate Case Management and

Pre-Trial conferences; Provide practical training and assistance to the Registrars' Clerk; Provide annotation to relevant publications, codes, acts and rules; Exercise control over the management and safekeeping of case records and the record room; Liaise with legal representatives on issues affecting cases and with registrars of different division on cases of the Tribunal held in their courts.

ENQUIRIES APPLICATIONS : Ms. R. Sema Tel No: (012) 315 1333
: 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 05/114 : **MAINTENANCE OFFICER (MR1 - MR3) REF NO: 23/29/KZN**

SALARY : R207 429 – R307 302 per annum, (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Court: Nongoma
: LLB degree or recognized 4-year legal qualification; A valid driver's license; Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation. Skills and Competencies: Languages skills (oral & written); Motivational skills; Loyalty; Ability to work under pressure; Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

DUTIES: : Key Performance Areas: Manage duties or functions of a Maintenance Officer for offices under Zululand District 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.

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

POST 05/115 : **ESTATE CONTROLLER EC1 REF NO: 23/30/KZN (X2 POSTS)**

SALARY : R207 429 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master of the High Court: Pietermaritzburg
: LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.

ENQUIRIES APPLICATIONS : Ms NF Nkosi Tel No: (031) 372 3000
: Kwazulu-Natal: Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.