

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	29 May 2023
<u>NOTE</u>	:	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 only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 16/65</u>	:	<u>DEPUTY DIRECTOR: AREA COURT MANAGER (X2 POSTS)</u>
<u>SALARY</u>	:	R811 560 – R952 485 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Joe Gqabi District – Sterkspruit Ref No: 59/23EC: (This is a re-advertisement: candidates who previously applied are encouraged to re-apply) Nelson Mandela Metro – Gqeberha Ref No: 58/23EC: (This is a re-advertisement: candidates who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	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; Knowledge and 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; Experience in the Court Environment will be an added advantage; 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 skills; Decision making skills; Presentation skills; Developing others.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number

<u>POST 16/66</u>	:	<u>COURT MANAGER (X2 POSTS)</u>
<u>SALARY</u>	:	R527 298 – R617 622 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Ngwelezane Magistrate Court Ref No: 23/65/KZN Magistrate Phalala Ref No: 32/23/LMP
<u>REQUIREMENTS</u>	:	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; Applied 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: Coordinate and manage the financial, Human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; 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</u>	:	KwaZulu-Natal: Ms. M.P. Khoza Tel No: (031) 372 3000 Limpopo: Ms Mongalo MP Tel No: (015) 287 2037 or Ms Manyaja P.M. Tel No: (015) 287 2026
<u>APPLICATIONS</u>	:	KwaZulu-Natal: Quoting 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 Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699.
<u>NOTE</u>	:	Separate applications must be made quoting the relevant reference number.
<u>POST 16/67</u>	:	<u>OFFICE MANAGER TO THE PROVINCIAL HEAD REF NO: 2023/64/GP</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Gauteng
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Management/ Administration; A minimum of 3 years' relevant experience in Administration at supervisory level. Knowledge and understanding of the Constitution, Public Finance Management Act (PFMA) and regulatory framework/guidelines and prescripts, Procurement directives and procedures; Knowledge and understanding of DFI and Treasury Regulations; Knowledge of the departmental policy and prescripts. Skills and Competencies: Applied Strategic thinking; Applying Technology; Budgeting and Financial Management; Communication and Information Management; Continuous Improvement; Citizen Focus and Responsiveness; Developing Others; Diversify Management; Impact and Influence; Managing Interpersonal Conflict and Resolving Problems and Organising; Problem Solving and Decision Making; Project Management; Team Leadership.
<u>DUTIES</u>	:	Key Performance Areas: Develop a project performance monitoring tool and system; Provide Project Stakeholder Management; Provide project administration and project coordination; Manage general support and resources services in the office; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms R R Moabelo Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 or Physical Address: Regional Office –Gauteng; Department of Justice and Constitutional Development; 7 th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg

- POST 16/68** : **ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT REF NO: 33/23/LMP**
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Limpopo Provincial Office
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA in Human Resource Management/ Human Resource Development; A minimum of 3 years at supervisory level in Human Resource Development environment; Knowledge of Skills Development Act, Employment Equity, Basic Conditions of Employment act and Departmental Bursary Schemes; Job knowledge of Skills, Learnership and Internship within Public Services. Skills and Competencies: Computer literacy; Personal attributes; Applied strategic thinking; Applied technology; Budgeting and financial management; Good Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Good Interpersonal skills; Planning and organizing; Problem solving and decision making; Project management; Team leadership; Facilitation/ presentation skills.
- DUTIES** : Key Performance Areas: Facilitate and implement Workplace Skills Plan (WSP); Facilitate and implement training and development programmes; Facilitate and implement bursary and study assistance programmes; Facilitate and implement learnership and internship programmes; Provide effective people management.
- ENQUIRIES** : Ms. Phalane M.R Tel No: (015) 287 2036 or Mr. Lamola V.M Tel No: (015) 287 2147
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 Or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699.
- POST 16/69** : **ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 39/23/NC/SA (X2 POSTS)**
- SALARY** : R341 778 – R935 108 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Kimberley
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years' appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal); Problem solving and conflict management; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court; Constitutional Court and CCMA, Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitrations and debt collection.
- ENQUIRIES** : Ms. D Joseph Tel No: (053) 802 1300
- APPLICATIONS** : The Provincial 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.
- NOTE** : Shortlisted candidates will be required to submit a current certificate of good standing from the relevant Legal practice Council must accompany the application.
- POST 16/70** : **ADMINISTRATIVE OFFICER REF NO: 34/23/LMP**
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Ga - Kgapane
- REQUIREMENTS** : 3 years Degree/ National Diploma in Office administration or equivalent qualification (NQF level 6); 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, Knowledge of

- Financial Management (Vote and Trust Account) and Departmental Financial Instructions, BAS and Justice Yellow Pages. 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 processes; Manage the Criminal and Civil Court Administration Sections, section related to Family Courts, 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** : Ms. Mathosa M.F Tel No: (015) 287 2035 or Mr. Mongwe P.M Tel No: (015) 287 2034
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0700.
- POST 16/71** : **ADMINISTRATIVE OFFICER REF NO: 37/23/NC/SA**
- SALARY** : R359 517 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Kimberley
- REQUIREMENTS** : 3 years Degree/ National Diploma in Office administration or equivalent qualification (NQF level 6); A minimum of 2 years' experience in office administration and finance; Knowledge of the Public Finance Management Act, Departmental Financial Instructions (DFI) and Treasury Regulations; A valid driver's license. Skills and Competencies: Computer literacy (MS office); Interpersonal relations; Communication skills (verbal and written); Planning and organizing skills; Problem solving skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Perform budget administration service on behalf of the State Attorney Office; Render Human Resource services to the State Attorney office; Manage the payment of accounts and control inventory; Coordinate procurement of equipment and logistical support; Assist with the handling of enquiries and maintain office database; Provide effective people management; Manage the overall statistics of the office.
- ENQUIRIES** : Ms. D Joseph Tel No: (053) 802 1300
- APPLICATIONS** : The Provincial 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.
- POST 16/72** : **INTERNAL AUDITOR: COMPUTER AUDIT & DECISION SUPPORT REF NO: 23/50/IA**
- SALARY** : R343 815 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : A Bachelor's Degree or National Diploma in Auditing, Information Systems, Computer Science; At least 1 year experience in Computer Auditing; Knowledge of IT Audit related standard such as COBIT, DPSA ICT Framework, IT Governance and Security Framework (ISO), ITIL and also a member of Information System Audit and Control Association (ISACA), CAATS and Teammate software; Knowledge and understanding of Public Finance Management Act, relevant governance prescripts, including Treasury Regulations and Interpretation of statutes. Skills and Competencies: Computer literacy; Creative thinking; Customer service orientation; Problem solving and analysis; Interpersonal skills; Communication skills; Planning and organizing; Financial management.
- DUTIES** : Key Performance Areas: Control the adequacy and effectiveness of internal controls in the IT environment; Identify application controls (input, processing and output controls); Evaluate integrity, availability and security of management information.
- ENQUIRIES** : Mr S. Kgafela Tel No: (012) 315 1042
- 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 16/73** : **PRINCIPAL COURT INTERPRETER REF NO: 35/23/LMP**
- SALARY** : R343 815 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Seshego
: NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF 5; 5 years' practical experience as a Court Interpreter with a minimum of 2 years supervisory experience; Proficiency in English and two or more indigenous languages (preference will be given to languages used in area) Language requirements: English, Afrikaans, N. Sotho, Tsonga and Venda; 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 court interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Procure Foreign Language Interpreters and Casual Interpreters.
- ENQUIRIES** : Ms Manyaja PM Tel No: (015) 287 2026 or Mr Lamola V Tel No: (015) 287 2147
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0700.
- POST 16/74** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-3 REF NO: 57/23EC**
- SALARY** : R294 411 – R500 715 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, East London
: Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Appropriate experience in Social Work after registration as Social Worker 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 and 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; Conduct inquiries, interview parties and source references in family law disputes to townships and rural areas.
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No: (043) 702 7000 / 7010
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
- NOTE** : shortlisted candidates will be required to submit proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.
- POST 16/75** : **PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: 23/34/CFO**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : National Office: Pretoria
 : An undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management/Public Administration/Supply Chain Management/Logistic Management; A minimum of 3 years' experience in Assets Management of which 1 year should be at supervisory/team leader level; Knowledge and understanding of the Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA), Departmental Financial Instructions (DFI) and BAS; Knowledge of Supply Chain Management prescripts procurement policies, Assets management framework and policies. Skills and Competencies: Good communication (written and verbal) skills; Creative thinking; Decision making; Problem analysis; Self-management; Technical proficiency.
- DUTIES** : Key Performance Areas: Provide logistical services; Provide asset management services; Render asset management reconciliation and accounting; Facilitate asset disposal process; Facilitate asset verification; 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 16/76** : **ADMINISTRATIVE OFFICER LEGAL SERVICES REF NO: 23/66/KZN**
 Re-advertisement: candidates who previously applied are encouraged to re-apply
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, KwaZulu Natal
 : A three year National Diploma/Bachelor's Degree in Administration or equivalent relevant qualification (NQF level 6); 3 year experience in the Justice System and/or relevant sector environment; A valid driver's license. Skills and Competencies: Computer literacy (including Word, Excel, PowerPoint); Facilitation and presentation skills; Good Interpersonal relations; 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; 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 M.P. Khoza Tel No: (031) 372 3000
 : Quoting 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 16/77** : **ADMINISTRATIVE OFFICER COURT OPERATIONS REF NO: 23/67/KZN**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Durban
 : A three-year National Diploma (NQF Level 6) in Office Administration or related qualifications; A minimum of 3 years' experience in Court Administration/management of which one year should be at supervisory or team leader level; Knowledge of Human Resource Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, ICMS and JMIS; A valid driver's license. Skills And Competencies: People management; Computer literacy (Microsoft packages); Sound Leadership and management skills; Good interpersonal relations.

- DUTIES** : Key Performance Areas: Collate, analyse and consolidate report and submit Transcription Report from courts; Consolidate and assess case flow meetings reports for all courts in KZN. Provide effective administration for the unit; Consolidate Appeals application, leave to appeal, Petitions and reviews of reports of all courts in KZN by receiving monthly reports from courts and monitor compliance; Maintain effective and efficient financial management.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quoting 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 16/78** : **SENIOR COURT INTERPRETER REF NO: 23/68/KZN**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Newcastle
: Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum of three years practical experience in court interpreting; OR Grade 12- and ten-years practical experience in court interpreting; Proficiency in English and two or more indigenous languages (Afrikaans and IsiZulu); A valid driver's license will be an added advantage. Skills and Competencies: Good communication (written and verbal); Interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Perform any other duties that may be assigned to in terms of rationalization of office.
- ENQUIRIES APPLICATIONS** : Ms N.F. Nkosi Tel No: (031) 372 3000
: Quoting the relevant reference number and direct your application to: The Provincial, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 16/79** : **SENIOR COURT INTERPRETER REF NO: 60/23EC**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate, Tsomo
: Grade 12 with 10 years' practical experience as a Court Interpreter or a Grade 12 with a National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5 plus 3 years' practical experience as a Court Interpreter; Proficiency in English and in two or more indigenous languages (preference will be given to languages used in area and sign language); A valid driver's license. Skills and Competencies: Good communication (written and verbal); Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Utilized in more serious cases; Perform any other duties that may be assigned to in terms of rationalization of office.
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No: (043) 702 7000 / 7010
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
- NOTE** : Applicants will be subjected to a language test – speak, read and written.
- POST 16/80** : **MAINTENANCE OFFICER: MR3 – MR5 REF NO: 23/69/KZN**
- SALARY** : R293 847 – R596 127 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Vryheid Magistrate Court
: LLB Degree or recognised 4-year legal qualification; At least 2 years post qualification legal experience; Knowledge and understanding of the maintenance system and family law matters; Knowledge of Maintenance Act (Act 99/1998); A valid driver's licence. Skills and Competencies: Excellent

- communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
- DUTIES** : Key Performance Areas: Manage 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.
- ENQUIRIES** : Ms. M.P. Khoza Tel No: (31) 372 3000
- APPLICATIONS** : Quoting 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 16/81** : **MAINTENANCE OFFICER (MR1 – MR5) (X2 POSTS)**
- SALARY** : R155 571 – R538 033 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Port Elizabeth Ref No: 55/23EC (This is a re-advertisement: candidates who previously applied are encouraged to re-apply)
Magistrate, Lady Frere Ref No: 56/23EC (This is a re-advertisement: candidates who previously applied are encouraged to re-apply).
- REQUIREMENTS** : LLB Degree or a four year recognized legal qualification; A valid driver's license. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
- DUTIES** : Key Performance Areas: Manage 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. Provide effective people management to the Family Law Section and Maintenance Investigator.
- ENQUIRIES** : Mr A Jilana Tel No: (043) 702 7000 / 7010
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
- NOTE** : Port Elizabeth: Successful candidate will also be responsible to work at other offices in the Nelson Mandela Metro. Lady Frere: Successful candidate will also be responsible to work at other offices in the Chris Hani district. Separate application must be made quoting the relevant reference number
- POST 16/82** : **ESTATE CONTROLLER – EC1 (X4 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** : Master of The High Court, Grahamstown: Ref No: 61/23EC (X1 Post)
Master of The High Court: Kimberley Ref No: 35/23/NC/MAS (X2 Posts)
Master of The High Court: Nelspruit Ref No: 2023/52/MP (X1 Post)
- REQUIREMENTS** : 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 details; Computer literacy.
- DUTIES** : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess Estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative functions of the office.
- ENQUIRIES** : Eastern Cape: Grahamstown Mr A Jilana Tel No: (043) 702 7000 / 7010
Kimberley: Ms. D Joseph Tel No: (053) 802 1300
Nelspruit: Mr. LT Mndebele Tel No: (013) 753 9366
- APPLICATIONS** : Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200
Kimberley: The Provincial 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.

Nelspruit: Quoting the relevant reference number, direct your application to; Postal address: The Provincial Head, Department of Justice Constitutional Development; Private Bag X 11249; Nelspruit; 1200 or 4TH Floor Nedbank Building; 24 Brown Street; Nelspruit

NOTE

: People with disabilities are encouraged to apply. Separate application must be made quoting the relevant reference number