

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 17 July 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](http://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 when shortlisted. 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.

## MANAGEMENT ECHELON

**POST 22/135** : **DIRECTOR: MUTUAL LEGAL ASSISTANCE AND EXTRADITION: REF NO: 23/80/CD**

**SALARY** : R1 162 200 – R1 365 411 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An LLB qualification at NQF level 7 as recognized by SAQA; A postgraduate qualification of specialization in International law/relations will be an added advantage; 5 years' experience at a middle/senior managerial level in a legal environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of South African foreign policy and national interest, International law and relations, Constitution of South Africa, criminal and civil law, legislative framework governing the Public Service; Knowledge of Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act. 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; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage and facilitate negotiations on mutual legal assistance in criminal matters and extradition agreements with other countries or agencies; Manage the processing of requests for mutual legal assistance and extradition, enforcement of foreign orders; Manage the process of Reciprocal Enforcement of Maintenance Orders; Manage human, finance and other resources.

**ENQUIRIES** : Ms. D Modibane Tel No (012) 315 1668

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. Or Physical Address:

Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001

**POST 22/136** : **SENIOR AUDIT MANAGER: FORENSIC AND AUDIT INVESTIGATION: REF NO: 23/77/IA**

**SALARY** : R1 162 200 – R1 365 411 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria  
: An undergraduate qualification (NQF level 7) in B Com: Accounting/ Internal Auditing/ Auditing as recognized by SAQA; A minimum of 5 years' experience at middle/ senior managerial level; Professional certification in Certified Internal Auditor (CIA)/ Certified Fraud Examiner (CFE); Nyukela Certificate (Certificate for entry into the Senior Management Services from National School of Government); Knowledge and understanding of Public Finance Management Act, relevant governance prescripts including Treasury Regulations and interpretation of statutes. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage and conduct forensic investigations in relation to fraud, theft and maladministration; Manage the investigations on transgressions reported to the department; Manage the maintenance of the investigated reports; Manage employee awareness programmes on anti-corruption and Code of Conduct; Provide effective people management.

**ENQUIRIES APPLICATIONS** : 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, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

#### **OTHER POSTS**

**POST 22/137** : **DEPUTY MASTER: MR 6 REF NO: 2023/61/MP**

**SALARY** : R531 381 - R1 252 374 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: Middelburg (Mpumalanga)  
: 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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : Mr DS Nkosi Tel No (013) 753 9375  
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, Nelspruit, 1200 Or 24 Brown Street, 4<sup>th</sup> Floor Nedbank Centre Nelspruit 1200

- POST 22/138** : **ASSISTANT DIRECTOR: SERVICE EXCELLENCE AND QUALITY MANAGEMENT: REF NO: 23/74/DG (02 POSTS)**  
(Re-Advertisement: Candidates who previously applied are encouraged to re-apply)
- SALARY** : R424 104 – R496 467 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 Public Administration, Business Administration or Operations Management; A minimum of 3 years' experience in the service delivery improvement and quality management programmes; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Knowledge and understanding of the Operations Management Framework. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Applied strategic thinking; Report writing; Research and analytical skills; Strong leadership with strategic capabilities; Budgeting and financial management; Communication and information management; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.
- DUTIES** : Key Performance Areas: Coordinate the development and monitor the implementation of service charter, norms and service standards; Coordinate the development and monitor the implementation of Service Delivery Improvement; Conduct frontline delivery monitoring at service points; Coordinate the innovation and service excellence awards programme; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. R Chauke Tel No (012) 315 1329  
Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- POST 22/139** : **PRINCIPAL COURT INTERPRETER: REF: 23/72/KZN**
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Hlanganani  
NQF level 4/Grade 12, National Diploma: 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 minimum two years supervisory experience; Proficiency in English; Proficiency in two or more indigenous languages; Valid driver's license. Skills and Competencies: Communications skills; Computer literacy; 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 for offices under Harry Gwala District; 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.
- ENQUIRIES APPLICATIONS** : Ms N.F. Nkosi Tel No (031) 372 3000  
Quoting the relevant reference number and direct your application to: the Provincial I Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban 4001
- POST 22/140** : **PRINCIPAL COURT INTERPRETER (3 POSTS)**
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate: East London: Ref No: 72/23EC  
Magistrate: Grahamstown: Ref No: 73/23EC  
Magistrate: Mountfrere: Ref No: 74/23EC

<b><u>REQUIREMENTS</u></b>	:	NQF level 4/Grade 12, National Diploma: 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 minimum two years supervisory experience; Proficiency in English; Proficiency in two or more indigenous languages; Valid driver's license; Skills and Competencies: Communications skills; Computer literacy; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr A Jilana Tel No (043) 702 7000 / 7010
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200
<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number
<b><u>POST 22/141</u></b>	:	<b><u>SENIOR COURT INTERPRETER: (4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Vereeniging Ref No: 2023/78/GP (1 Post) (This is re-advertisement: applicants who previously applied need not re-apply as their applications will still be considered) Magistrate Oberholzer Ref No: 2023/81/GP (1 Post) Magistrate Whittlesea Ref No: 74/23EC (1 Post) Magistrate Mthatha Ref No: 75/23EC (1 Post) (This is re-advertisement: applicants who previously applied need not re-apply as their applications will still be considered)
<b><u>REQUIREMENTS</u></b>	:	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; Proficiency in two or more indigenous languages; Whittlesea and Mthatha (preference will be given to languages used in area and sign language); (Applicants will be subjected to a language test – speak, read and written) Language requirements: Vereeniging: English, Xitsonga, Tshivenda and Sesotho/ Sepedi. Language requirements: Oberholzer: English, IsiZulu/ IsiXhosa, Sesotho/ Tswana/ Sepedi and Xitsonga. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Gauteng: Ms P Raadt Tel No (011) 332 9000 and Ms T Maphoto Tel No (011) 332 9000 East London: Mr A Jilana Tel No (043) 702 7000 / 7010
<b><u>APPLICATIONS</u></b>	:	Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Provincial Head Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and KrUIS Street; Johannesburg. East London: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200
<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number
<b><u>POST 22/142</u></b>	:	<b><u>MAINTENANCE INVESTIGATOR REF NO: 23/73/KZN</u></b>
<b><u>SALARY</u></b>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Court, Nqutu
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate or equivalent qualification; relevant administrative experience and in family law matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license. 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; Explain legal terminology and processes in simple language; Time management; Facilitation skills; Innovation and ability to work under pressure.
- DUTIES** : Key Performance Areas: Serve maintenance summons, subpoenas, warrants and garnishee orders for UMzinyathi District in terms of the Maintenance Act; Locate whereabouts of persons; Give testimony in Court under oath; Render administrative support to the Office.
- 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 4001
- POST 22/143** : **ASSISTANT MASTER, MR3- MR5 REF NO: 23/74/KZN**
- SALARY** : R293 847 – R562 776 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: Durban
- : LLB Degree or four years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master's of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Computer literacy; Dispute resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.
- DUTIES** : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.
- 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 4001
- POST 22/144** : **LEGAL ADMINISTRATION OFFICER (MR3-MR5) REF NO: 23/73/LD (2 POSTS)**
- SALARY** : R293 847 – R1 005 801 (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 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of South African Legal system, and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice; Experience in providing legal support in civil matters for and against the Department; Knowledge and experience in office administration; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Perform legal administrative duties of civil litigation matters in the Constitutional Court, Supreme Court of Appeal, High Courts, Equality Courts and Magistrate's Courts; Advise the Minister, Deputy Minister and Director-General on all litigation matters affecting the Department; Represent the Department, its functionaries during consultations and liaise with and instruct the State Attorney with regard to civil matters; Draft legal papers and provide legal opinions; Review and vet Contracts as well as Service Level Agreements; Manage and deal with Departmental losses, transport claims, debt recovery on behalf of the Department; Handle ad hoc tasks in line with instructions.
- ENQUIRIES** : Mr. M Mokoena Tel No (012) 744 2026

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- NOTE** : People with disabilities are encouraged to apply.
- POST 22/145** : **MAINTENANCE OFFICER: (MR3 – MR5): REF NO: 23/VA44/NW**
- SALARY** : R293 847 – R1 005 801 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Brits Magistrate Court  
: LLB Degree or recognised 4 year legal qualification; At least 2 years appropriate post qualification legal experience; Extensive knowledge of the maintenance system and family law matters. Knowledge of Maintenance Act (Act 99 of 1998); Understanding of all services and procedure in the area of Maintenance and other relevant areas; Proficiency in the following languages (Setswana, Afrikaans and English); A valid driver's licence. Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS Office); Numeracy 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 APPLICATIONS** : Ms. L. Shoai Tel No (018) 397 7088  
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 22/146** : **LEGAL ADMINISTRATIVE OFFICER: (MR1 – MR5): REF NO: 23/49/FS**  
(Re- advertisement)
- SALARY** : R228 915 – R1 005 801 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Bloemfontein  
: An LLB or four (4) year recognized legal qualification; Knowledge of the South African legal system, legal practice and related spheres with specific reference to family law and related litigation; Knowledge of criminal procedure and practice, court rules (Constitutional, Supreme Court of Appeal, High Court, Labour Court, Equality and Magistrate Courts); Knowledge of the Public Finance Management Act; Knowledge of the Sexual Offences and Related Matters Act; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Legal Research; Planning and decision-making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute resolution; Time management and ability to prioritize; Report writing and problem resolving; Project management; Communication skills (Verbal and written); Willing to work overtime when required.
- DUTIES** : Key Performance Areas: Draft legal documents and give legal advice to the Department and other organs of the State; Provide support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, Director of Public Prosecution and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Determine Legal Liability, recover loss and damage to State property and oversee the smooth functioning of dedicated courts in the region; Facilitate implementation of relevant legislation including the Victims Charter and the Restorative Justice National policy Framework; Initiate, plan, implement and conduct community awareness campaigns on legislations administered by the Department.
- ENQUIRIES** : Ms N Dywili Tel No: (051) 407 1800

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director: HR, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.
- POST 22/147** : **LEGAL ADMINISTRATION OFFICER (LITIGATION AND LOSS CONTROL) (MR1-MR5): REF NO: 67/2023/WC**
- SALARY** : R228 915 – R1 005 801 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Cape Town (Directorate: Legal Administration)  
: LLB Degree or 4 year recognised legal qualification; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act; Prescription Act, Treasury Regulations, Financial Instructions and the State Liability Act; Knowledge and experience in Office Administration, Knowledge of Domestic Violence Amendment Act, Criminal Law and Related Amendment Act, Criminal Law (Sexual Offences and Related Amendment) Amendment Act, Maintenance Act, Child Justice; A valid driver's license. Skills and Competencies: Legal Research and drafting skills; Communication (written and verbal); Presentation skills; Good planning and decision-making skills; Interpersonal and language skills; Analytical thinking; Project management; Computer literacy; Report writing and analytical skills, Computer literacy, Strategic capability and leadership skills.
- DUTIES** : Key Performance Areas: Process civil litigation matters instituted against and by the Department Claims and contract vetting; Process losses in respect of State money and property (including fruitless and wasteful and transport matters); Provide civil litigation advice service in respect of civil claims; Conduct legal vetting of Service Level Agreements; Manage, process and conduct determination of liability in respect of losses (Money and Property) recovery of departmental debt; Manage and ensure effective dealing with all out-of-service debt matters (Recovery and Write Off); Manage and attend to all aspects pertaining to State vehicles / rented vehicles (Recovery and Write Off).
- ENQUIRIES APPLICATIONS** : Ms. A Singh Tel No (021) 462 5471  
: Please forward your application to: Provincial Head: Private Bag X 9171, CAPE TOWN, 8000 or physical address: 8 Riebeeck Street, 5<sup>th</sup> Floor Norton Rose House, CAPE TOWN.
- FOR ATTENTION NOTE** : Ms. L Keyster  
: Shortlisted candidates will be subjected to a personnel vetting process.
- POST 22/148** : **LEGAL ADMINISTRATION OFFICER (VULNERABLE GROUPS) (MR1-MR5): REF NO: 06/2023/WC**  
(Directorate: Legal Administration)
- SALARY** : R228 915 – R1 005 801 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Cape Town  
: LLB Degree or 4 year recognised legal qualification; A valid driver's license. Skills and Competencies: Legal research and drafting skills; Communication (written and verbal); Presentation skills; Good planning and decision-making skills; Interpersonal and language skills; Analytical thinking; Project management; Computer literacy; Report writing and analytical skills, Strategic capability and leadership skills.
- DUTIES** : Key Performance Areas: Collate monthly data for Child Justice, Domestic Violence and Sexual offences matters at courts as per prescribed legislation and prescripts; Analyze and assess data to ascertain service delivery challenges and present solutions for risk mitigation; Conduct monthly court visits to provide effective support and to ensure effective training for court officials; Monitor and ensure that convicted sexual offenders are placed on the National Register for sex offenders; Receive applications for clearance certificates on the National Register for Sex Offenders and process such applications; Monitor and ensure effective processing of diversion matters in Child Justice and to submitting to Social Development; Provide support for stakeholder engagement in Child Justice, Domestic Violence and Sexual Offences.

**ENQUIRIES** : Ms. A Singh Tel No (021) 462 5471

**APPLICATIONS** : Please forward your application to: Provincial Head: Private Bag X 9171, CAPE TOWN, 8000 or physical address: 8 Riebeeck Street, 5<sup>th</sup> Floor Norton Rose House, CAPE TOWN.

**FOR ATTENTION** : Ms. L Keyster

**NOTE** : Shortlisted candidates will be subjected to a personnel vetting process.

**POST 22/149** : **ESTATE CONTROLLER EC1:(6 POSTS)**

**SALARY** : R228 915 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** : Master of The High Court, Durban Ref No: 23/75/KZN (3)  
Master of The High Court: Johannesburg Ref No: 2023/80/GP (3)

**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 detail; 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** : Kwazulu-Natal: Ms M.P. Khoza Tel No (031) 372 3000  
Gauteng: Ms. RR Moabelo Tel No (011) 332 9000

**APPLICATIONS** : 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 4001  
GAUTENG: 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.