

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 27 January 2025
- NOTE** : 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. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. 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 before appointment for all SMS positions. 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.
- ERRATUM;** Kindly note the post of Court Manager with Ref No: 76/2024/WC post 45/58 advertised in the Public Service Vacancy Circular 45 dated 06 December 2024 with a closing date 23 December 2024, has been withdrawn. We apologize for the inconvenience caused.

OTHER POSTS

- POST 01/11** : **SENIOR STATE LAW ADVISOR: LP9 REF NO: 24/108/SLA (X2 POSTS)**
- SALARY** : R1 132 806 – R1 762 857 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE** : Office of the Chief State Law Adviser: Cape Town
- REQUIREMENTS** : An LLB Degree or recognized 4 year legal qualification; At least 8 years appropriate post qualification litigation / legal advisory experience; Admission as an Attorney or Advocate; A post graduate qualification will be an advantage; Knowledge of Law, particular aspects of law, Constitutional Law and Human Rights, Constitution of South Africa; Knowledge of any case law or cause of action and practical experience in Bill drafting; Knowledge of Public Finance Management Act (PFMA), Public Service Act, Treasury Regulations and Project Management. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.
- DUTIES** : Key Performance Areas: Provide the certification and drafting of Bills; Scrutinize subordinate legislation for the National Executive and other organ of state; Scrutinize and provide legal opinion on International Agreements, treaties and related matters; Mentor, advice and guide juniors/ lower level production employees; Provide effective people management.
- ENQUIRIES** : Mr. M Mokoena Tel No: (012) 744 2026

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 01/12** : **STATE LAW ADVISOR: LP7-LP8 REF NO: 24/109/SLA**
- SALARY** : R884 268 – R1 459 071 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 Chief State Law Adviser: Cape Town
: LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / legal advisory experience; Admission as an Attorney or Advocate; A post graduate legal qualification will be an added advantage; Knowledge of particular aspects of the law; Knowledge of Constitutional Law, Administrative Law, Human Rights Law and Constitution of South Africa; Knowledge of Public Service Act, Public Finance Management Act and Treasury Regulations. Skills and Competencies: Legal research and drafting skills; Advocacy; Project management skills; Problem solving and decision making skills; Communication skills (written and verbal); Computer literacy; Planning and organizing skills; Analytical and report writing skills; Policy formulation skills; Ability to work under pressure and meet deadlines.
- DUTIES** : Key Performance Areas: Provide the preliminary opinions and certification of Bills and advice on legislative drafting; Scrutinize subordinate legislation for the National Departments and other organs of state; Scrutinize and provide legal opinion on international agreements and related matters; Render legal opinions as per the instructions received from national Departments and other organs of state.
- ENQUIRIES APPLICATIONS** : Mr. M Mokoena Tel No: (012) 744 2026
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 01/13** : **DEPUTY MASTER (MR6) REF NO: 61/2024/M/WC**
- SALARY** : R556 356 – R1 14 666 per annum, (Salary will be in accordance with OSD determination), (The successful candidate will be required to sign a performance agreement.)
- CENTRE REQUIREMENTS** : Masters of the Western Cape High Court
: LLB Degree or a four-year recognised Legal qualification; eight (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 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; Trust and Guardians Fund. Skills and Competencies: Legal research and drafting; Dispute resolution; Planning, Organising 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 services, financial and Human Resource Management within the Office of the Master; Draft Legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
- ENQUIRIES APPLICATIONS** : Ms Z Agulhas Tel No: (021) 832 3010
: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
- FOR ATTENTION** : Ms P Paraffin

POST 01/14 : **SENIOR LEGAL ADMINISTRATION OFFICER-(MR 6) REF NO: 2024/40/GP**
(This is a Re-advertisement, applicants who previously applied are encouraged to re-apply)

SALARY : R556 356 – R1 314 666 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office Gauteng
REQUIREMENTS : An LLB degree or 4- year recognized legal qualification; At least 8 years' appropriate post qualification legal experience; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele; Victim's Charter and Restorative Justice; Knowledge on the implementation of legislation affecting Vulnerable groups; A valid driver's license and the willingness to travel. Skills and Competencies: Computer literacy (Power Point and excel); Excellent communication skills (verbal and written); Leadership skills; Presentations and training skills; Good interpersonal and liaison skills; Problem solving skills; Analytical skills; Report writing and drafting skills; Time management skills; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Manage State losses within the Department regarding disposal, recovery and mitigation of losses; Identify and conduct training of officials dealing with Vulnerable Groups at the courts; Manage special projects on Gender, Persons with disabilities and the Elderly; Represent the Provincial Office on Inter-Departmental Committees; Manage the implementation of various pieces of legislation aimed at protecting the rights of vulnerable groups; Conduct outreach events and trainings on various pieces of legislation; Respond to petitions, representations and complaints from members of the public, civil society and other Government Department; Manage statutory appointments.

ENQUIRIES : Ms R Moabelo Tel No: (011) 332 9000
APPLICATIONS : Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg.

POST 01/15 : **COURT MANAGER REF NO: 24/14/KZN**

SALARY : R552 081 – R650 3228 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office, KwaDukuza
REQUIREMENTS : 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 Finance 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.

DUTIES : 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 strategies; Manage service level agreements.

ENQUIRIES : Ms V.T. Mlandeliso Tel No: (031) 372 3000
APPLICATIONS : Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

POST 01/16 : **ASSISTANT DIRECTOR: TRANSLATION AND EDITORIAL SERVICES REF NO: 24/110/SLA (X2 POSTS)**

SALARY : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria

: An appropriate qualification (NQF level 6) in Communication or Linguistics as recognised by SAQA; A minimum of 3 years experience in translation services environment; Language requirement: Sepedi and Afrikaans; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc; Knowledge and understanding of applicable legislation (such as BCEA, LRA, ect) and Code of conduct; Knowledge of departmental interpretation and application of policies, prescripts and administration of an office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.

DUTIES : Key Performance Areas: Oversee the translation function; Edit translated Bills; Manage terminology development; Provide effective people management.

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.

POST 01/17 : **ASSISTANT DIRECTOR: THIRD PARTY FUNDS REF NO: 24/15/KZN**

SALARY : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Provincial Office Durban

: An appropriate Degree in Financial Accounting/ Management or equivalent qualification at NQF level 7 with Accounting as a major subject; A minimum of 3 years working experience in a finance environment and at least 3 years are at a supervisory level; A valid driver's license. Knowledge of Public Financial Management Act (PFMA) and National Treasury Regulations, Knowledge of Justice Administered Act, Regulations; GRAP, Financial Instruction and Directives, Knowledge of Departmental TPF system. Skills and Competencies: Planning and organizing, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.

DUTIES : Key Performance Areas: Ensure effective management of Third Party Funds (TPF) staff, Provide financial support on TPF related matters and advise Court and Office Managers, Act as System Manager/ Administrator on MOJAPAY, Manage the reporting and recovery of TPF losses, Provide monitoring and training on new polices and process in TPF, Coordinate submissions of write-offs for irrecoverable Deferred Fines, Provide guidance on Pre-audit readiness and do audit facilitation, Compile and consolidate inputs to the Interim/ Annual Financial Statements (IFS/ AFS) and monthly TPF reports.

ENQUIRIES : Ms M.P. Khoza Tel No: (031) 372 3000

APPLICATIONS : Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

POST 01/18 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 2024/31/ MP**

SALARY : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office, Mpumalanga

- REQUIREMENTS** : An appropriate Bachelors' Degree in Financial Management or relevant qualification at NQF level 7 as recognized by SAQA-Minimum of three (3) years related financial or Asset Management supervisory experience; Knowledge of Supply Chain Management Framework, Supply Chain Management acquisition practices, National Treasury Regulations and Policy Development. Skills & Competencies: Computer literacy; People Management skills; Project Management skills; Communication skills; Report writing skills; Planning and Organizing; Innovation/Creativity; Presentation and facilitation; Analytical skills; Problem solving and Decision-making skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Monitor and review the capturing of all physical (moveable and Immoveable) asset in the asset management registers; Monitor and review the allocation of assets to asset holders; Promote correct implementation of sound asset management practices; Supervise employees to ensure sound physical asset management.
- ENQUIRIES APPLICATIONS** : Ms NC Maseko at 083 248 9056
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank Centre,5th floor building, Nelspruit, 1200.
- POST 01/19** : **PRINCIPAL COURT INTERPRETER REF NO: 24/19/KZN**
- SALARY** : R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Ubombo
: 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 M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/20** : **ASSISTANT STATE ATTORNEY - LP3-LP4 REF NO: 24/17/KZN (X3 POSTS)**
- SALARY** : R357 843 – R979 059 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, Durban
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; 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).
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims 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 arbitration and debt collection.
- ENQUIRIES APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

- POST 01/21** : **MAINTENANCE INVESTIGATOR REF NO: 24/25/KZN**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court: Emlazi
: 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; 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 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 V.T. Mlandeliso Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/22** : **STATE ACCOUNTANT: FINANCE REF NO: 24/26/KZN**
- SALARY** : R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Durban
: An appropriate Degree in Financial Accounting/ Management or equivalent qualification at NQF level 7; A minimum of 3 years working experience in a finance environment; A valid driver's license. Knowledge of Public Financial Management Act (PFMA) and National Treasury Regulations, Financial Instructions and Directives. Skills and Competencies: Knowledge of BAS, Planning and organizing, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.
- DUTIES** : Key Performance Areas: Effective management of budget in accordance with the relevant prescripts which includes budget capturing, budget management, budget reporting. Effective management of expenditure in accordance with relevant prescripts, this includes processing of approved payments, Petty cash and PAYE. Effective management of Revenue in accordance with the relevant prescripts, this includes receipting and banking of all monies received due to the department. Effective participation during the audit performance by Internal/External auditors. Supervise and manage Accounting Clerks within Finance.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/23** : **STATE ACCOUNTANT (SALARIES & MISCELLANEOUS PAYMENTS) REF NO: 24/27/KZN**
- SALARY** : R308 154 - R362 994 per annum, The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Durban
: An appropriate Degree in Financial Accounting/ Management or equivalent qualification at NQF level 7; A minimum of 3 years working experience in a finance environment I; A valid driver's license. Knowledge of Public Financial Management Act (PFMA) and National Treasury Regulations, Financial Instruction and Directives. Skills and Competencies: Knowledge of PERSAL, Planning and organizing, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability

- to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.
- DUTIES** : Key Performance Areas: Effective management of Subsistence and travel allowance claims in accordance with the relevant prescripts; this includes checking of correctness, calculating and approval/authorizing. Effective management of all salary related transactions in accordance with the relevant prescripts, this includes checking, calculating and approval/authorizing of all salary related transactions. Effective participation during the audit performance by Internal/External auditors. Supervise and manage accounting clerks within the section.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/24** : **CHIEF ADMINISTRATION CLERK (LEGAL SERVICES) REF NO: 24/28/KZN**
- SALARY** : R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Durban
: Grade 12 certificate or equivalent qualification; 3-5 years' experience required
: Skills and Competencies: Excellent communication (written and verbal skills), Computer literacy (MS Office), Mediation skills, Attention to detail, Conduct legal research, Good interpersonal relations.
- DUTIES** : Key Performance Areas; Render general clerical support service; Check and verify applications for National Register for Sex Offenders. Update the register for National Register for Sex Offenders; Consolidate statistics for all key performance indicators for the Directorate. Plan and conduct outreach programmes in respect of Legal Services Component; Supervise Human resources/staff.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/25** : **CHIEF ADMINISTRATION CLERK REF NO: 24/29/KZN**
- SALARY** : R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate Office, Durban
: Grade 12 certificate or equivalent qualification; 3-5 years' experience required.
: Skills and Competencies: Excellent communication (written and verbal skills), Computer literacy (MS Office), Mediation skills, Attention to detail, Conduct legal research, Good interpersonal relations.
- DUTIES** : Key Performance Areas; Supervision and render general clerical support service; Supervise; and provide supply chain clerical support services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Supervise Human resources/staff
- ENQUIRIES APPLICATIONS** : Ms V.T Mlandeliso Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/26** : **FAMILY LAW ASSISTANT REF NO: 24/30/KZN**
- SALARY** : R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate Office, Durban/Ntuzuma
: A three (3) years qualification in a Legal field and/or equivalent legal qualification; knowledge in the functions of the Office of the Family Advocate, 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). Skills and Competencies: Communication (written and verbal skills), Computer

- literacy (MS Office), Mediation skills, Attention to detail, Conduct legal research, Good interpersonal relations.
- DUTIES** : Key Performance Areas: Conduct screening interviews and Parental Responsibilities and Rights information sessions, Assist members of the public with form completion and queries, Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects, Support the Family Advocate with regards to matters on the court roll, Receive and screen correspondence and draft responses on behalf of the Family Advocate, Conduct mediations in disputes regarding Parental Responsibilities and Rights.
- ENQUIRIES APPLICATIONS** : Ms V.T Mlandeliso Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/27** : **CHIEF ADMINISTRATION CLERK REF NO: 24/16/KZN**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court, Pietermaritzburg
: Grade 12 certificate or equivalent qualification; A minimum of 3 years' experience. Skills and Competencies: Excellent communication (written and verbal skills), Computer literacy (MS Office), Mediation skills, Attention to details, Conduct legal research, Good interpersonal relations.
- DUTIES** : Key Performance Areas: Render general clerical support service; Provide supply chain clerical support services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Supervise Human resources/staff.
- ENQUIRIES APPLICATIONS** : Ms N.F. Nkosi Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/28** : **REGISTRAR (MR1 – MR3) REF NO: 24/18/KZN**
- SALARY** : R239 673 – R307 659 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office: Durban
: An LLB Degree or four (4) year recognized legal qualification; A valid drivers' license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numerical skills; planning and organization skills; Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.
- DUTIES** : Key Performance Areas: Co-ordinate Case Flow Management Support Service to the Judiciary; Process and issue judgements by default; Issue court orders, procedures and practises and all case records in the court country costs periodically; Manage court information relating to civil and criminal section and all case records; Manage tax legal bills of costs and attend to the review which may follow from such taxation; Provide guidance regarding annotation of relevant publications, codes, acts and rules; Co-ordinate written and respond to correspondence; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/29** : **LEGAL ADMINISTRATION OFFICER (MR1 – MR5) REF NO: 24/20/KZN (X2 POSTS)**
- SALARY** : R239 673 – R1 053 387 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 Durban
: LLB degree or 4-year recognized legal qualification; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele,

- Victim's Charter and Restorative Justice; A valid driver's license; Knowledge on the implementation of legislation affecting vulnerable groups; Skills and Competencies: Computer literacy; Excellent communication skills (both verbal and written); Leadership skills; public education and training; Good interpersonal and inter-cultural relations; Problem solving skills; Ability to analyze statistics; Time management skills; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Manage State losses within the Department; Identify and conduct training of officials dealing with Vulnerable Groups at the courts; Monitor and oversee special projects on Gender, Persons with disabilities and the Elderly; Manage the implementation of legislations aimed at protecting the rights of vulnerable groups; Provide support and oversee the strategic responsibilities in respect of Regional Civil Courts, Sexual Offences Courts, Small Claims Courts, Equality Courts and Restorative Justice; Respond to petitions, representations and complaints from members of the public, civil society and other Government Departments. Manage statutory appointments. Verify and approve applications for National Register for Sex Offenders.
- ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- NOTE** : African males are encouraged to apply.
- POST 01/30** : **ESTATE CONTROLLER (EC1 - EC5) REF NO: 24/21/KZN (X3 POSTS)**
- SALARY** : R239 673 - R368 145 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
- 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 asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
- ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/31** : **MAINTENANCE OFFICER: MR1 TO MR5 (X3 POSTS)**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R239 673 – R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court: Pietermaritzburg Ref No: 24/22/KZN
Magistrate Court: Ubombo and to Serve Ubombo, Hlabisa & Mtubatuba Ref No: 24/23/KZN
Magistrate Court: Ingwavuma and to serve Ingwavuma & Manguzi Ref No: 24/24/KZN
- REQUIREMENTS** : An LLB Degree or a four (4) year recognized legal qualification; Knowledge of the maintenance system, Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy Skills; Interpersonal relations; problem solving skills; Report writing and time management skills; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Compile statistics.

ENQUIRIES APPLICATIONS : Ms N.F Nkosi Tel No: (031) 372 3000
 : Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

NOTE : Separate application must be made quoting the relevant reference number.

POST 01/32 : **ESTATE CONTROLLER REF NO: 59/2024/M/WC (X3 POSTS)**

SALARY : R239 673 – R556 356 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Masters of the Western Cape High Court
 : LLB Degree or recognised four (4) 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 Estate, Curatorships, Trust 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 Z Mfeka Tel No: (021) 832 3196
 : Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.

FOR ATTENTION : Ms P Paraffin

POST 01/33 : **ADMINISTRATION CLERK REF NO: 24/31/KZN**

SALARY : R216 417 - R254 928 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master of the High Court, Pietermaritzburg
 : Grade 12 (Senior Certificate) or equivalent qualification. Skills and Competencies: Communication Skills (Verbal & Written); Interpersonal relations; Computer literacy; Numerical Skills; Ability to work under pressure and be self- motivated; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Render general clerical support services in the component; Provide supply chain clerical support services within the component; Keep and maintain personnel records in the component.

ENQUIRIES APPLICATIONS : Ms N.F Nkosi Tel No: (031) 372 3000
 : Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

POST 01/34 : **COURT INTERPRETER (X6 POSTS)**

SALARY : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Magistrate Offices, Durban Ref No: 24/32/KZN
 : Magistrate Offices, Hammersdale Ref No: 24/33/KZN
 : Magistrate Offices, Nqutu Ref No: 24/34/KZN
 : Magistrate Offices, Bergville Ref No: 24/35/KZN
 : Magistrate Offices, Port Shepstone Ref No: 24/36/KZN
 : Magistrate Offices, Newcastle Ref No: 24/37/KZN

REQUIREMENTS : Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: IsiZulu and IsiXhosa (indigenous languages) are compulsory; Three months Practical experience and drivers license will be an added advantage. Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.

- ENQUIRIES** : Ms V.T. Mlandeliso Tel No: (031) 372 3000 or Ms M.P. Khoza Tel No: (031) 372 3000 or Ms N.F. Nkosi Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- NOTE** : Separate applications must be made quoting the relevant reference number
- POST 01/35** : **COURT INTERPRETER REF NO: 24/38/KZN**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Offices, Newcastle
: Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: IsiZulu and SeSotho (indigenous languages) are compulsory; Three months Practical experience and drivers license will be an added advantage. Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
- ENQUIRIES APPLICATIONS** : Ms N.F. Nkosi Tel No (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/36** : **COURT INTERPRETER REF NO: 24/39/KZN**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office, Pinetown
: Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: IsiZulu and IsiXhosa (indigenous languages) are compulsory; Three months Practical experience and drivers license will be an added advantage. Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
- ENQUIRIES APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.