

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 & CV must be accompanied by certified copies of qualifications, identity document and driver's license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. The Department of Justice 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. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position

OTHER POSTS

POST 41/39 : **INTERMEDIARY: SIGN LANGUAGE REF NO: 12/TEMP53/NW**
Contract, Duration: contract until 31 march 2013

SALARY : R160 224 per annum (including 37% benefits). The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : Molopo Regional Court

REQUIREMENTS : Grade 12 (senior certificate) or equivalent qualification; A recognised relevant tertiary qualification; Medical Practitioners who specialise in paediatrics and psychiatry OR; Counsellors appointed for Mediation of Family in Certain Divorce Matters and who are or were registered as social workers OR Educators who are or were registered as clinical, educational or counselling psychologists OR Care workers who have completed a two year Child and youth care and who have two years experience in child care OR; Workers registered with Social Service Professions Act, and have two year experience in social work OR, Persons who have obtained a masters degree in social work and has two years experience in social work OR; Persons who have four years experience as educators, including former and retired educators OR; Persons who are registered as clinical Psychologists. The incumbent should also know how to work with traumatized and neglected children as well as children in need of care and protection; A Valid driver's licence is a requirement; Ability to understand and interpret sign language; Immaculate English; Willingness to travel. The ability to work with children/ disabled persons in a highly stressful and under traumatic circumstances; Demonstrated capability to serve as an intermediary in the Children's court in terms of the Children's Act 38 of 2005. An understanding of and respect for the rights and dignity of the witness requiring assistance; The ability to treat the witness and his/her family with respect and empathy; The ability to provide emotional support and assistance to the witness and his/her family; An understanding of the ethical implications of working with children and court processes.

DUTIES : Key Performance Areas: Act as Intermediary by facilitating court proceedings wherein children are involved. Act as intermediary in all matters wherein, despite their biological age, witnesses have a mental age of under 18; Manage the efficient flow of all cases involving children and disabled persons; Facilitate the allocation of dates by utilizing the central diary to schedule matters. Maintain the Intermediary room and the resources therein. Ensure that the correct equipment is available to assist the child or disabled person in giving their evidence; Maintain a data base of all service providers that may provide assistance to the witness and his/her family and make all necessary information available to them. Act as Intermediary by facilitating court proceedings wherein adults are involved, in appropriate cases.

ENQUIRIES APPLICATIONS : Ms. W. Jacobs at ☎ (018) 397 7054

: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

CLOSING DATE : 29 October 2012

POST 41/40 : **PERSONAL ASSISTANT REF NO: 12/351/DG**

SALARY : R108 078 – R127 311per annum. The successful candidates will be required to sign a performance agreement.

CENTRE REQUIREMENTS : national office

REQUIREMENTS : Grade 12 and Secretarial/Diploma or equivalent qualification; Knowledge of Financial Provisioning and/or Administration procedures and processes; Understanding of confidentiality and relevant legislations Skills and Competencies: Planning and organizing skills; Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipment's.

DUTIES : Key Performance Areas: Render a secretarial/receptionist support services to the manager; Co-ordinate manager's diary and meetings; Support the manager with the administration of travelling arrangements & processing of claims; Develop and maintain retrievable filing systems.

ENQUIRIES APPLICATIONS : Mr M Motsieloa ☎ (012) 315-1531

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 05 November 2012

POST 41/41 : **SECRETARY TO THE DIRECTOR: ADMINISTRATION REF NO: 12/367/DG**

SALARY : R108 078 – R127 311per annum. The successful candidates will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office

REQUIREMENTS : Grade 12 (with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily); Knowledge of Financial Provisioning and/or Administration procedures and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality and relevant legislations SKILLS AND COMPETENCIES: Planning and organizing skills; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Language skill and ability to communicate well with people at different levels and from different backgrounds; Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipment's

DUTIES : Key Performance Areas: Make travel arrangements, process travel and subsistence claims for the manager and members of the Unit; Coordinate Units activities and reports; Record appointments and events in the diary of the Manager; Operate office equipment such as fax machines, photocopiers, etc. and ensure that it is in good working order; Source information which may be of importance to the Manager; Provides support to manager regarding meetings; Draft routine correspondence submissions, reports and other correspondence and notes; Keep a complex document filing and retrieval system.

ENQUIRIES APPLICATIONS : Mr M Motsieloa ☎ (012) 315-1531

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 05 November 2012

POST 41/42 : **HUMAN RESOURCE OFFICER REF NO: 12/363/MAS**

SALARY : R108 078 – R127 311 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master Of High Court: Johannesburg

REQUIREMENTS : Grade 12 or equivalent recognized qualification; Relevant HR experience; Knowledge of Performance Management System, Public Service Act, Public Service Regulations and Departmental HR Policies; Experience in and/or attendance of PERSAL course. Skills and Competencies: Computer literacy (MS Office); Communication (verbal and written) skills; Organizational abilities; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Prepare internal vacancy circular to advertise vacancies of Master's Office; Prepare memoranda, letters and equity plan for the office; Keep leave register and capture leave applications on Persal; Respond to enquiries of clients and deal with responses to posts advertised; Perform variety of administrative duties related to appointment of employees in the Master's office; Keep and provide monthly statistics with regard to the filling of posts.

ENQUIRIES APPLICATIONS : Mr S Maeko ☎ 012 315-1996
: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resources: 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.

CLOSING DATE : 05 November 2012

POST 41/43 : **SENIOR ADMINISTRATION CLERK REF NO: 12/370/CS**

SALARY : R90 396– R106 482 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Family Advocate: Kimberley
: Grade 12 or equivalent qualification; Relevant experience; Studies toward a degree/diploma will be advantage Skills and Competencies: Communication skills (written and verbal); Sound interpersonal relations; Ability to liaise with team members; Computer literacy (MS Office); Must be self- driven ,innovative, creative with flair in dealing with people; Ability to work under pressure; Attention to details.

DUTIES : Key Performance Areas: Perform administrative assistance regarding the provisioning and communication activities including the management of the filing system; Manage travel/ subsistence claims and office logistics (logbooks, trip authorities and bookings; Control inventories, payment of suppliers, auxiliary and liaison service; Keep records and process statistics

ENQUIRIES APPLICATIONS : Ms C Patrick ☎ 012 315-1150
: 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

CLOSING DATE : 05 November 2012

POST 41/44 : **TYPIST REF NO: 12/VA97/NW**

SALARY : R90 396 – R106 482 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Molopo Magistrate Court
: Grade 12 or equivalent qualification, preferably with typing as a passed subject; An appropriate word processing course successfully completed; Appropriate experience including experience in MS Access; Excel and PowerPoint; Minimum typing speed of 35 wpm; A reading ability in other languages would be advantageous; Short listed candidates will be subjected to a typing test. Skills and competencies: Computer literacy (MS Word, MS Excel & PowerPoint; Good communication skills (verbal and written); Administrative and organizational skills; Ability to work under pressure; Ability to liaise with team members and members of the public; Good filing skills; Ability to work independently; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Type reports; Handle general correspondence; Answer telephone and take messages; Undertake other administrative duties including library services, as and when required. Capture available data from source documents as required by the management; File documents as required; Improve and maintain the quality typed work; Maintain electronic data files; Comply with information security policy;

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CLOSING DATE : 05 November 2012

POST 41/45 : **MAINTENANCE CLERK REF NO: 12/VA98/NW**

SALARY : R90 396 – R106 482 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Taung Magistrate Court
Grade 12 or equivalent qualifications; Relevant administrative experience; Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel) Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail. Key Performance Areas: Perform a variety of routine administrative

DUTIES : Duties related to the activities of the core functions of the Department in the following sessions: Handle routine office work; Open maintenance files; Attend and handle personal and telephone enquiries pertaining to maintenance; Capture information on JDAS; Issue subpoenas; Processing of documents as well as the rendering of support functions to the Maintenance Office and Investigator and to assist in the daily operations of the unit; Filing of maintenance records; Attend to registers in the section; Check and maintain the sheriff register

ENQUIRIES APPLICATIONS : Ms W. Jacobs at ☎ (018) 397 7054.
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CLOSING DATE : 05 November 2012

POST 41/46 : **DRIVER REF NO: 12/VA99/NW**

SALARY : R76 278 – R89 853 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Bafokeng Magistrate Court
Abet Level 5/Grade 10 or equivalent; Experience in rendering messenger services; Ability to read and write clearly; A valid driver's license. SKILLS & COMPETENCIES: Basic Computer literacy; Communication skills (verbal and written); Interpersonal relations; Ability to liaise with team members and members of the public

DUTIES : Key Performance Areas: Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Manage incoming and outgoing mail; Filing and other office duties as required; Provide driver services; Collect and deliver mail; Render any other duties within the occupational class that may be requested to do; General correspondence; Answering of telephone; Take messages; Perform other Administrative duties.

ENQUIRIES APPLICATIONS : Ms W. Jacobs at ☎ (018) 397 7054.
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

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