

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 these positions.

OTHER POSTS

POST 36/46 : **DEPUTY DIRECTOR: SYSTEM MANAGER/ SOFTWARE SUPPORT AND MAINTENANCE REF NO: 12/322/ISM**
Re-Advertisement

SALARY : R464 919 – R547 656 per annum (All Inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A National Diploma in Information Technology or equivalent qualification at NQF6; 3 years' experience in IT environment with focus on ICT software service delivery and testing; Experience in ITIL and ISO standards; Experience in IT public sector environment and exposure to IT policies, ITIL as well as IT auditing standards; A good understanding of managing ICT software service delivery; A valid driver's license. Skills and Competencies: Communication (verbal and written) skills; Computer literacy; Facilitation and presentation skills; Problem solving and decision making; Collaborative and excellent people skills; Ability to work independently and under pressure; Attention to detail and accuracy;

DUTIES : Key Performance Areas: Direct, manage strategic and tactical software problem as well as software system design problem management processes; Develop policies, procedures and standards for software support and maintenance; Ensure compliance, review and update problem management; Review the calls logged and change request for the business, prioritize and manage implementation of the software solutions; Assist testing team to quality assure software solutions before implementation in production; Work with business analyst to improve proposed IT software solutions; Ensure involvement in the design and on-going improvement of technology required; Ensure stable quality operational software solutions in accordance with the system specification; Continuous improvement and optimization of operational business applications through regular release of software fixes and enhanced functionality.

ENQUIRIES : Ms E Zeekoei ☎ (012) 315 1150

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.

CLOSING DATE : 25 September 2012

POST 36/47 : **DEPUTY DIRECTOR: ARCHIVES REF NO: 12/289/DG**

SALARY : R464 919 – R547 656per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : 3 years Bachelor's Degree or equivalent qualification; 3 years management experience; Knowledge of Archival regulations, Archive Act, PFMA and Treasury Regulations as well as Transformation and Equity within the Public Service; Skills and Competencies: Effective communication and presentation skills; Leadership

		skills; Teambuilding skills; Interpersonal relations; Conflict and Knowledge management skills; Analytical thinking skills; Technical judgment.
<u>DUTIES</u>	:	Key Performance Areas: Manage the Archives of the Department; Provide strategic directions of the Archives of the Department; Ensure the necessary structures are in place to enable information flow; Ensure relevant information delivery to all employees; Develop delegations relating to Archives matters; Formulate policy documents and write standard operating procedures; prepare recommendation and reports regarding ministerial representations in respect of Departmental Archival matters. Manage and control the Library's and Archives budgets; Develop standards for the handling of all the Library correspondence. Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. T. Mdluli ☎ (012) 315 1893
	:	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.
<u>CLOSING DATE</u>	:	25 September 2012
<u>POST 36/48</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY LP5-LP6; REF NO: 12/321/CLO</u>
<u>SALARY</u>	:	R320 598– R756 381 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Bloemfontein An LLB or four year recognized legal qualification; At least 4 years appropriate post qualification legal/litigation experience; Admission as an Attorney; Right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Legal research and drafting; Case flow management; Supervisory and mentoring skills; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail; Project Management.
<u>DUTIES</u>	:	Key Performance Areas: Guide and train candidate State Attorneys; Represent the State in Litigation and Appeal in the High Court, Magistrates Court, Labour Court, Land Claims, CCMA, Tax and Tax Tribunals; Draft and/or settle all types of contracts on behalf of various clients Departments; Render legal opinions and advice; Attend to liquidation, insolvency quires, conveyancing and notarial services; Assist in all forms of arbitration, including inter-departmental arbitrations and debt collection; Ensure registration of trust and companies.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Ngomani ☎ 012 357 86661
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	25 September 2012
<u>POST 36/49</u>	:	<u>RESEARCH OFFICER (ASSISTANT DIRECTOR LEVEL): MEDIA RESEARCH AND LIAISON: REF NO: 12/318/PEC</u>
<u>SALARY</u>	:	R236 532 – R278 616 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria A 3 year Degree/National Diploma in Communication/Journalism or equivalent qualification; 3 years communication experience with knowledge of communication disciplines; Proficiency in at least two official languages. Skills and Competencies: Good interpersonal relations; Good communication skills (written and verbal); Computer literacy; Creative and analytical; Ability to work independently and under pressure; Willingness to work flexible hours.
<u>DUTIES</u>	:	Key Performance Areas: Assist with conducting and/or commissioning communication related audits, surveys and research; Arrange focus groups to test content, products and campaigns; Develop systems and methods to evaluate the impact of government communication; Analyse messaging key issues and develop relevant research reports; Advice and/or assist communicator in media monitoring and communication to related matters; Assist in the development of communication strategies.
<u>ENQUIRIES</u>	:	Ms T Mdluli ☎ (012) 315 1893

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 : 25 September 2012

POST 36/50 : **ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: 12/319/PEC**

SALARY : R236 532 – R278 616 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE : National Office; Pretoria

REQUIREMENTS : Degree/ National Diploma in Journalism/Communication or equivalent qualification; 3 years experience in communication environment; Proficiency in at least two official languages; A valid driver's license. Skills and competencies: Communication skills (verbal and written); Advanced writing and editing skills; Computer skills; Interpersonal skills; Ability to work under pressure; Creative and analytical skills; Working knowledge of new media platforms.

DUTIES : Key Performance Areas: Develop and facilitate implementation of targeted communication strategies for the Department; Monitor, evaluate and take corrective action on the implementation of targeted communication strategies; Ensure effective use of the Department's new media platforms; Draft media statements and news articles for the Department; Manage the coordination of press briefings; Provide effective people management.

ENQUIRIES : Ms D M Modibane ☎ (012) 315-1668

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 : 25 September 2012

POST 36/51 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 12/309/SLA**

SALARY : R198 975 – R234 381 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE : Office of the Chief State Law Advisor: Cape Town

REQUIREMENTS : A Degree/ National Diploma in Office Administration/ Office Management; A minimum of 2 years' experience in administration; In-depth knowledge of relevant prescripts and application of human resource as well as understanding of the legislative framework governing the public service; Knowledge of logistic processes and procedures and Departmental policies. Skills and Competencies: Communication skills (verbal and written); Client services; Good interpersonal skills; Computer literacy; Administrative skills; Analytical thinking; Problem solving; Decision making.

DUTIES : Key Performance Areas: Provide administrative support service for the Chief State Law Advisor; Responsible for the legal work register; Compile agendas and minutes for the senior management; Compile reports and statistics; Manage the workflow register legal work related queries for the Chief State Law Advisor; Facilitate the procurement of goods and services; Ensure that deadlines on submission are adhered to; Develop and maintain storage retrieval system for documents and data; Maintain proper archiving system with regards to legal documentation; Administer a complete filing system for the secretariat; Ensure efficient flow of information within the office of the Chief State Law Advisor; Follow-up on submissions and legal work in order to ensure a timeously results; Provide effective people management.

ENQUIRIES : Ms P. Leshilo ☎ 012 357 8240

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 : 25 September 2012

POST 36/52 : **ASSISTANT STATE ATTORNEY (LP3-LP4): REF NO: 12/320/SA, BLOEMFONTEIN AND 12/317/SA, DURBAN 02 POSTS**

SALARY : R187 566– R537 069. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE : State Attorney: Bloemfontein and Durban

REQUIREMENTS : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post legal/litigation experience; Right of appearance in the High Court will be an added advantage; Admission as a conveyancer would be an added advantage; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

DUTIES : Key Performance Areas: Handle litigation and appeals in the following Courts: Magistrates Courts, High Court, Labour Court, Constitutional Court, Land Claims Court, CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Furnish legal advice and opinion; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collection.

ENQUIRIES : Ms K. Ngomani ☎ (012) 357 8661

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.

CLOSING DATE : 25 September 2012

POST 36/53 : **SENIOR COURT INTERPRETER REF NO: 12/VA87/NW**

SALARY : R160 224 – R188 739 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Wolmarstad Magistrate Court

REQUIREMENTS : Grade 12 or equivalent qualifications; A minimum of 5 year experience in interpreting; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers licence will be an added advantage; Ability to interpret in a foreign language will serve as an added advantage. Language proficiency: Setswana, Afrikaans, English, isiZulu, isiXhosa, Sepedi, Sesotho, Tsonga, Shona Knowledge of foreign languages will be an added advantage. 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; Accuracy and attention to detail.

DUTIES : Interpret in criminal court, civil court, labour court and quasi 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; Make arrangements for foreign language interpreters in consultation with the prosecution. Supervise all Court Interpreters;

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

APPLICATIONS : 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 : 25 September 2012

POST 36/54 : **INTERMEDIARIES (CONTRACT) REF NO:12/TEMP43/NW**

Duration: Contract until 31 March 2013

SALARY : R149 742 per annum (including 37% benefits). The successful candidate will be required to sign a performance agreement

CENTRE : Klerksdorp (02), Molopo (01), Odi (01).

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 master's 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 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. LANGUAGE PROFECIENCY: Sound knowledge of Setswana, and at least one of the following languages Afrikaans, English, isiZulu, isiXhosa, Sepedi, Sesotho, Venda, Ndebele and Tsonga.

- DUTIES** : 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** : 25 September 2012
- POST 36/55** : **HUMAN RESOURCE OFFICER: RECRUITMENT & SELECTION REF NO: 12/324/HR**
- SALARY** : R108 078 – R127 311 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: Grade 12 or equivalent recognized qualification; Relevant experience. Skills and Competencies: Computer literacy (MS Office) Communication (verbal and written) skills; Good organizing skills; Organizational abilities; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Verify the request on advertise form against the Departmental advertising procedures; Draft advertisement, memoranda and DPSA vacancy circular; Assist with HRM projects and compilation of monthly reports; Respond to enquiries of advertised posts; Perform HR administration services and other functions as may be assigned; Keep and provide statistics with regard to the filling of posts; Assist in the maintenance of HRM database.
- ENQUIRIES APPLICATIONS** : Ms E Zeekoei ☎ (012) 315 1436
: Quoting the relevant reference number, direct your application to: Postal Address: Human Resource: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- NOTE** : Preference will be given to people with disabilities candidates.
- CLOSING DATE** : 25 September 2012
- POST 36/56** : **PROJECT SECRETARY: SMALL CLAIMS COURT PROJECT: REF NO: 12/301/CS**
(Contract position ending 28 February 2015)
- SALARY** : R108 078 – R127 311 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: Grade 12 (with typing as a subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily); An appropriate Bachelor degree or equivalent qualification will be an advantage; Relevant experience in government administrative processes; Knowledge of government provisioning and procurement process. Skills and

competencies: Creative; motivated, self-driven, results-oriented, projects-oriented and have initiative; Communication (verbal and written) skills; Planning and organizing skills; Good interpersonal relation skills; Event management skills; Computer literacy (MS Office); Maintain a high level of confidentiality; Ability to work both independently and as part of a team; Willingness to work beyond normal official hours.

DUTIES : Key Performance Areas: Assist in the general and specific administrative duties of the Small Claims Court projects office; Assist with management of petty cash and project's budget; Arrange travel and accommodation of the team members; Prepare for all meetings of the project and steering committee; Purchase and manage stationery; Assist with telephone, faxing and photocopying tasks; Assist with the control of documents, drafting of memorandum and submissions.

ENQUIRIES APPLICATIONS : Ms C Patrick ☎(012) 315 1150
: 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 : 25 September 2012

POST 36/57 : **COURT INTERPRETER REF NO:12/VA91/NW**

SALARY : R 108 078- R127 311 annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Rustenburg Magistrate Court
: Grade 12 or equivalent qualifications; At least 3 month relevant experience will be an advantage; Ability to interpret in sign language and/or a foreign language will serve as an added advantage; Applicants will be subjected to a language test. Language proficiency: English, Sepedi, Setswana, Xi-Tsonga, isiZulu, Ndebele and Tsonga .and Shona. 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; Accuracy and attention to detail.

DUTIES : Interpret in criminal court, civil court, labour court and quasi proceedings. Interpret during consultation; Interpreting at the Circuit Courts on regular intervals; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Judiciary; Make arrangements for foreign language interpreters

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 : 25 September 2012

POST 36/58 : **SENIOR ADMINISTRATION CLERK REF NO: 12/300/CS**

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

CENTRE REQUIREMENTS : Family Advocate; Nelspruit
: Grade 12 or equivalent qualification; 2 years working experience; Skills and Competencies: Communication skills (written and verbal); Able to work under pressure; Able to work independently and as a team; Good organizational skills; Experience in legal environment will be an advantage; Computer literacy (MS Office);

DUTIES : Key Performance Areas: Manage the Office Case File Dairy; Manage Office statistics information; Assist the public when they phone in and visit the office regarding existing matters; Assist the staff in tracing existing files; Arrange appointment with the attorneys in writing; Arrange appointment with the Client in writing and verbally; Correspond with client and attorneys with regard to scheduled enquiries as well as cancellation and postponement; Inform the team well in advance about the changes made regarding scheduled appointments; Perform any other duties that maybe assigned to , in terms of rationalization of functions by the office

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 Street, Pretoria.

CLOSING DATE : 25 September 2012

POST 36/59 : **ACCOUNTING CLERK REF NO: 12/327/MAS**

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

CENTRE : Master of the High Court, Cape Town

REQUIREMENTS : Grade 12 or equivalent qualification with Mathematics or Accounting as a passed subject; Relevant experience; Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and Outlook); Communication (written and verbal) skills; Reliable, responsible, accountable and believe in transparency; Interpersonal relations; Ability to work independently and in a highly pressurized environment.

DUTIES : Key Performance Areas: Administer and maintain the Guardians Fund Books and Registers; Attend to suspense accounts; Manage and administer deposits and prepare the receipting of all deposits and daily payments; Draw bank statements, check all entries and obtain relevant details of beneficiaries; Draw and update the EFT register, cashbook and main ledger; Compile and update SARS Accounts and prepare IT3B certificates; Compile statistics and attend to internal and external enquiries; Assist with general office duties.

ENQUIRIES : Mr S Maeko (012) 315-1996

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 : 25 September 2012

POST 36/60 : **REGISTRY CLERK 2 POSTS REF NO: 12/270/MAS, PORT ELIZABETH AND REF NO: 12/268/MAS, PIETERMARITZBURG**

Re-Advertisement

This is a re-advertisement and applicants who applied previously should reapply as the job title has changed from Senior Registry Clerk to Registry Clerk. Separate applications must be made for each center and quoting the relevant reference number

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

CENTRE : Master of the High Court: Port Elizabeth and Pietermaritzburg

REQUIREMENTS : Grade 12 or equivalent qualification; Relevant experience; Skills and Competencies: Good interpersonal and organizational skills; Communication (written and verbal) skills; Accuracy and attention to detail; Computer skills; Ability to work under pressure; Proven organizational skills and time management.

DUTIES : Key Performance Areas: Open, sort, dispatch and distribute incoming mail; Render clients enquiries telephonically and in person; Deliver, trace and locate files that are not on the shelf's; Record movement of files, keep weekly statistics and update register; Deal with administrative matters and provide support to the Master or the technical staff in the Master.

ENQUIRIES : Mr S Maeko ☎ 012 315-1996

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice 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 : 25 September 2012

POST 36/61 : **ADMINISTRATION CLERK REF NO: 12/VA85/NW**

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

CENTRE : Madikwe Magistrate Court

REQUIREMENTS : Grade 12 or equivalent qualifications; One year financial and/or 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;

DUTIES : Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Responsible for general management of Third Party Funds (Maintenance, Bail, Fines and General Modules on JDAS); Compilation of Third Party Funds Reconciliations; Compile statistics to show performance and trends; Ensure timely payments of monies to Third Parties (as prescribed); Foster relation with Third Party Unit at Regional/ National Office; Draft memoranda, submission and reports on a monthly basis; Perform other administration duties as directed by the Court Manager from time to time.

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

CLOSING DATE : 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.

POST 36/62 : **ADMINISTRATION CLERK REF NO: 12/VA86/NW**

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

CENTRE REQUIREMENTS : Bafokeng Magistrate Court

DUTIES : Grade 12 or equivalent qualifications; One year financial and/or administrative experience; Knowledge of Basic Accounting System (BAS); Treasury regulations and Public Finance Management Act; Knowledge of procurement delegations, procedures and asset management; Knowledge of Justice Yellow Pages (JYP) and Justice Deposit Accounting System (JDAS). 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;

DUTIES : Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Responsible for general management of Third Party Funds (Maintenance, Bail, Fines and General Modules on JDAS); Payment of maintenance beneficiaries through Justice Deposit Account System; Compilation of Third Party Funds Reconciliations (Maintenance); Compile statistics to show performance and trends; Ensure timely payments of monies to Third Parties (as prescribed); Foster relation with Third Party Unit at Regional/ National Office; Draft memoranda, submission and reports on a monthly basis; Ensure effective control and monitoring of office stationary; Perform other administration duties as directed by the Court Manager from time to time.

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

CLOSING DATE : 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.

POST 36/63 : **ADMINISTRATION CLERK REF NO: 12/VA88/NW**

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

REQUIREMENTS : Grade 12 or equivalent qualifications; One year financial and/or administrative experience; Drivers license will serve as an added advantage. 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; Numeracy; Literacy; Ability to interpret acts and regulations.

DUTIES : Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Administration of civil including divorce matters; Update and maintain registers on divorce and civil matters; Assist to co-ordinate false flow management support services to the Regional Court President, Regional Magistrates and District Court Magistrate; Issue all processes that initial court proceedings; File documents; Issue court orders; Assist to issue, keep, check and furnish court statistics; Exercise control over records as well as the record room and deal with files in terms of the Archives Code/Act; Give attention to and execute requests from the judiciary in connection with cases and on other case related matters; Assist clients/ public in

regard to case related matters; Ensure annotation of relevant publications, codes, Acts and rules; Prepare relevant documents ie finalized cases, pending cases etc; Process and grant requests for default judgements as required by the Magistrates Courts Act; Assist to process review and appeals; Perform other administration duties as directed by the Court Manager from time to time.

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

APPLICATIONS : 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 : 25 September 2012

POST 36/64 : **ADMINISTRATION CLERK: DATA CAPTURER REF NO: 12/VA89/NW**

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

CENTRE : Moretele Magistrate Court

REQUIREMENTS : Grade 12 or equivalent qualifications; One year administrative experience; Skills and competencies: Good communication skills (verbal and written); Administrative and organizational skills; Sound interpersonal relations; Ability to liaise with team members and members of the public; Good filing skills; Ability to work independently; Accuracy and attention to detail.

DUTIES : Receive incoming statistical source documents from all sub-offices in court management area; Enter incoming source documents into a register; Compile batches of source documents received per area management office; Capture available data from source documents as required by the Area Court Manager; Control to ensure that all data has been captured by comparing computer data with the register; File incoming batches after they have been captured; Follow up on source documents not received; Maintain electronic data files; Dispatch available data to data users as required from time to time and to the Court Nerve Centre at National Office; Complete daily production returns; Comply with information security policy; Produce defined court performance charts and graphs at the request of the Area Court Manager.

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

APPLICATIONS : 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 : 25 September 2012