

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 42/08 : **DEPUTY DIRECTOR: THIRD PARTY FUNDS REF NO: 12/362/CFO**
(Contract Appointment Ending 31 March 2013)

SALARY : R464 919 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : National Office, Pretoria

REQUIREMENTS : A Degree or equivalent qualification in Financial Management/Accounting; Minimum 5 years relevant experience in a financial accounting/management environment of which 3 years should be at a middle management level; A sound knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations; Administration of Estate Act, income Tax and Guardian's funds system will be an advantage: Knowledge of GRAP/GAAP and Trust Account; Knowledge and working experience on a recognized accounting software package; A valid driver's license. Skills and Competencies: : Financial management; Supervisory skills; Strategic management abilities; Sound analytical, statistical and problem solving; Computer literacy (Microsoft Word and Excel); Communications skills.

DUTIES : Key Performance Areas: Manage financial of guardians fund; Manage and monitor audit action plans, compile management comments for audit findings; Perform administrative functions; Establish, maintain effective and transparent financial, risk management as well as internal control; Assist with the out of payments in the guardian funds; Assist the Director with any adhoc duties; Provide effective people management.

ENQUIRIES : Ms. E Zeekoei (012) 315-1436

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, 1st Floor, Momentum Building, East Towers, 329 Pretorius Street, Pretoria.

CLOSING DATE : 05 November 2012

POST 42/09 : **SOCIAL WORKER SUPERVISOR: GRADE 1 2 POSTS REF NO: 12/369/CS**

SALARY : R241 329 – R279 765 per annum. (Salary will be in accordance with the OSD determination).The successful candidate will be required to sign a performance agreement.

CENTRE : Chief Family Advocate: East London (1) and Pietermaritzburg (1)

REQUIREMENTS : Bachelor's Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; A minimum of 7 years appropriate experience in Social Work after registration as Social Worker with the SACSSP; Social Work Supervisor experience will be an added advantage; Knowledge and

- experience in Mediation; Court experience in Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children's Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license. Skills and Competencies: Supervisory skills; Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Assist in the supervision of the work of Family Counselors; Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related Family Law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in Family Law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes.
- ENQUIRIES APPLICATIONS** : Mr M.G Kooko ☎ (012) 315 1164
: 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 NOTE** : 05 November 2012
: Separate applications must be made for each center. Applicants are required to attach proof of registration with SACSSP
- POST 42/10** : **ASSISTANT DIRECTOR: STATISTICAL ANALYSIS AND REPORTING REF NO: 12/373/CS**
Job Purpose: To provide the department and stakeholders with reliable statistics.
- SALARY** : R236 532 – R278 616 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: A Degree in Statistics or equivalent qualification; 3 years' experience in Statistical Analysis; A valid driver's license. Skills and Competencies: Analytical skills; Communication skills (verbal & written); Computer skills (Ms Office, SPSS & SAS Software); Project management; Interpersonal skills; Numerical skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Design and develop data collection systems and survey instruments; Manage and administer data collection instruments and surveys; Establish channels for the collection of data; Collate, analyze and interpret statistics; Produce statistical publications, report, newsletters and presentations; Develop and maintain database containing various datasets; Develop sampling and basic sampling statistical methods and also estimation and interpretation of resulting; Provide effective people management.
- 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** : 05 November 2012
- POST 42/11** : **INTERNAL AUDITOR: GENERAL ASSURANCE 07 POSTS: REF NO: 12/371/DG**
- SALARY** : R198 975 – R234 381 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria, Cluster 1 (1), Cluster 2 (1), North West: Mmabatho (2), Mpumalanga: Nelspruit (1), Limpopo, Polokwane (1) And Eastern Cape, East London (1)

- REQUIREMENTS** : An appropriate three year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least one year experience in Internal Auditing (include internship/learnership); Knowledge of the Public Finance Management Act; Successful candidates will be required to complete a security clearance; In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA). Skills and Competencies: Communication (written and verbal); Financial Management; Computer skills; Planning and Organizing; Programme & Project Management; Interpersonal skills; Ability to work in a team; Client Orientation and Customer focus; Research skills.
- DUTIES** : Key Performance Areas: Provide inputs in conducting risk assessments; Assist in planning audits assignments; Prepare audit programmes together with the Audit Manager; Gather adequate, competent and useful audit evidence; Prepare draft reports to be reviewed by management; Conduct ad-hoc assignments and follow up audits; Assist in the administration of the Internal Audit activities; Conduct audit assignments in accordance with the audit methodology.
- ENQUIRIES APPLICATIONS** : Mr M Motsihoa ☎ (012) 315 1351
- CLOSING DATE NOTE** : Direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 42/12** : 05 November 2012
- POST 42/12** : **ADMINISTRATIVE OFFICER REF NO: 2012/146/MP**
Re-Advert
- SALARY** : R198 975 – R 234 381 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Nsikazi
- DUTIES** : Three year qualification in Management/Public Management / Administration; Three years administrative experience; A valid driver's license. Skills and Competencies: Knowledge of budget control; Computer literacy (MS Word); Sound knowledge of Human Resources, Asset and Facility Management; Sound knowledge of Supply Chain Management and Risk Management ; Good interpersonal relations and problem solving skills; Good communication skills (verbal and written); Accuracy and attention to details; and Knowledge of PFMA, DFI, BAS, JYP and other legislation.
- DUTIES** : Key Performance Areas: General Supervision of Administrative Clerks and Court Clerks (Court recorders); Control of Cash Hall (monies in trust, criminal, civil sections and general services); Assist with the control over duties related to the Domestic Violence Act, Maintenance Act, Provisioning Administrative, Cash Hall, Civil Section, Divorce Act and general services; Render efficient and effective support to the courts; Draft memoranda, submissions and reports; Compile statistics to show performance and trends; Management and maintenance of documents, prescripts and records related to the functions of the Department; Facilitate training and development of personnel; Ensure compliance with the disciplinary code and procedures; Management of performance in the office and quarterly assessment of staff; Performance of any other duties necessary to ensure smooth running of the office.
- ENQUIRIES APPLICATIONS** : Ms NC Maseko ☎ (013) 753 9300/24
- CLOSING DATE NOTE** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, Fourth Floor Room 4.26, 24 Brown Street, Nedbank Centre, Nelspruit.
- POST 42/13** : 05 November 2012
- POST 42/13** : African females and people with disabilities are encouraged to apply.
- POST 42/13** : **LEGAL ADMINISTRATION OFFICER (MR3 – MR5) REF NO: 2/360/SA**
- SALARY** : R164 793– R578 571per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Law Enforcement

- REQUIREMENTS** : An LLB degree or 4 year recognized legal qualification; 2 years appropriate post qualification legal experience; Knowledge of the South African Legal System, legal practices with specific reference to civil litigation; Knowledge of the criminal procedures and practice; Experience in providing legal support in civil matters for and against the Department; A valid driver's license. Skills and Competencies: Ability to support the Department's process in the form of legal advice; Computer literacy; Planning and decision making skills; Communication and Interpersonal Relations; Innovative and Analytical thinking; Research and report writing skills.
- DUTIES** : Key Performance Areas: Manage legal administrative functions of civil litigation matters in the Constitutional Court, Supreme Court of Appeal, High Courts, equality Courts and Magistrate's Courts; Advise the Minister, Director-General and Chief Litigation Officer on all litigation matters effecting the Department; Represent the Department and its functionaries during consultations; Manage and deal with Departmental losses, transport claims, debt recovery; Conduct legal research; Handle ad hoc tasks in line with instructions.
- ENQUIRIES APPLICATIONS** : Mr. J. Motsoene ☎(012) 357 8646
: 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 42/14** : **PROVISIONING ADMINISTRATION OFFICER REF NO: 12/364/CFO**
- SALARY** : R160 224 – R188 739 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: Appropriate Bachelor's degree/National Diploma in Financial Management/ Project or Public Management or equivalent qualifications; At least 1 year relevant experience in Supply Chain Management; Knowledge of Public sector procurement processes, rules and regulations; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations; PPPFA, SCM guidelines and other related prescripts; Ability to work under pressure and deliver within tight deadlines; Skills and Competencies: Organizational skills; Communication skills (written and verbal); Sound financial and budgeting skills; Computer literacy (MS Word, Excel, e-mail and internet); Ability to gather data, compile information and submit for decision making skills; Willingness to work long hours when required.
- DUTIES** : Key Performance Areas: Coordinate, administer and manage all project within the directorate; Perform secretarial functions for the Chief directorate and project related meetings; Liaise with the National and Regional Office on monthly; quarterly and annual basis to obtain the relevant reports and project activities; Review report against financial system and consolidate Chief Directorate reports; Monitor and evaluate all reports and identify discrepancies; Assist with general administration task and prepare response to relevant stakeholders; Prepare management information for the various committees within the department; Coordinate inputs within the Chief Directorate for the department annual financial statement.
- ENQUIRIES APPLICATIONS** : Ms. E Zeekoei at ☎ (012) 315 1346
: 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 42/15** : **PROVISIONING ADMINISTRATION OFFICER REF NO: 12/356/CFO**
Division: Quotations management
- SALARY** : R160 224 – R188 739 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria

- REQUIREMENTS** : Bachelor's degree/National Diploma in Purchasing Management / Logistics or equivalent qualifications; At least 3 years relevant experience in Administration or General office administration; Knowledge of Public sector procurement processes, rules and regulations; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations; PPPFA, SCM guidelines and other related prescripts; Ability to work under pressure and deliver to tight deadlines; A valid driver's license. Skills and Competencies: Organizational skills; Communication skills (written and verbal); Sound financial and budgeting skills; Computer literacy (MS Word, Excel, e-mail and internet); Ability to gather data, compile information and submit for decision making skills; Willingness to work long hours when required.
- DUTIES** : Key Performance Areas: Render Supply Chain management services; Manage provisioning of transport services; Develop, promote and adhere to best practice and procedures across all areas of work; Prepare all Financial documentation and processing; Provide effective people management; Liaise with end user on the procurement of goods and services and provide support to clients; Receive requisition from user; verify allocations/items descriptions and record requisition on register.
- ENQUIRIES APPLICATIONS** : Ms. E Zeekoei at ☎ (012) 315 1346
: 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 42/16** : **STATE ACCOUNTANT: GUARDIAN FUND REF NO: 12/361/CFO**
Contract Post Ending 31 March 2013
- SALARY** : R160 224 + 37% in lieu of benefits per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: Bachelor's degree or National Diploma in Finance; 1 year relevant experience in a Financial environment; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations. Skills and competencies: Computer literacy (MS Office); Communication (Written and Verbal) skills; Planning and Organizing skills; Ability to work under pressure and be self-motivated.
- DUTIES** : Key Performance Areas: Monitor and analyze month-end regional report submitted to National Office; Ensure effective data verification of guardians fund beneficiary listings and reporting; Monitor and review Regional GFS vs. Cashbook reconciliations; Assist with consolidation of Guardians Fund financial statements as well as internal and external audits; Perform general administration functions.
- ENQUIRIES APPLICATIONS** : Ms E. Zeekoei ☎ Tel: 012 315-1436
: 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** : 29 October 2012
- POST 42/17** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-4 REF NO: 12/376/FA**
- SALARY** : R160 275 – R365 031 per annum. (Salary will be in accordance with the OSD determination).The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Cape Town (1) and Worcester (1)
: Bachelor's Degree in Social Work or equivalent qualification; A minimum of 0-30 years appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance

Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license. Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

DUTIES : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes; Report on the performance of family counselors in the office to the Head of Office.

ENQUIRIES APPLICATIONS : Mr. M.G Kooko ☎ (012) 315 1164
: 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 NOTE : 05 November 2012
: Candidates whose name appears on Part B of the Child Protection Register as mandated by the Section 123(5) of the Children's Act, 2005 need not apply. Separate applications must be made for each center. Applicants are required to attach proof of registration with SACSSP

POST 42/18 : **HUMAN RESOURCE PRACTITIONER REF NO: 12/365/HR**

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

CENTRE REQUIREMENTS : National Office, Pretoria
: A 3 years Degree or National Diploma in HRM or equivalent qualification; Minimum of 1 years' experience in Human Resource Management within the Public Service; Knowledge of Persal will be added advantage. Skills and Competencies: Organizing skills; Analytical and decision-making skills; Computer literacy (Ms Office); Communication skills (verbal and written); Confidentiality, tact and discretion when dealing with people; Good intuition and understanding of people's qualities.

DUTIES : Key Performance Areas: Render Human Resource advice, liaison services and determine best practice with regard to Recruitment matter; Facilitate advertising, interview and selection processes for recruitment campaigns; Receive and record job vacancy information; Respond to enquiries from clients and applicants about recruitment process and provide information on advertised posts; Conduct competency assessments on candidates through liaison with service providers; Keep statistics of HR functional matters and analyze these reports; Arrange and facilitate the security clearance of short listed candidates; Prepare job offer letters and present to successful candidates.

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 Street, Pretoria.

CLOSING DATE : 05 November 2012

POST 42/19 : **COURT INTERMEDIARY 3 POSTS REF NO: 101/12/LMP**
Contract Appointment

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

CENTRE REQUIREMENTS : Magistrate Sekhukhune (1), Magistrate Ritavi (01) and Magistrate Giyani (01)
: Must be competent to be appointed as an Intermediary as prescribed in the Determination under section 170A (4)(a); of the Criminal Procedure Act, 1977,as

amended by the Sexual Offences and Related Matters Act 32 of 2007; Which inter alia includes the following; (a) Medical practitioners: registered as such under Medical, Dental & Supplementary Health Services Professions Act 56 of 1974 AND registered: specialty pediatrics; (b) Medical practitioners: registered as such under Medical, Dental & Supplementary Health Services Professions Act 56 of 1974 AND registered: specialty psychiatry; (c) Family Councillors appointed under s 3 of the Mediation in Certain Divorce Matters Act 24 of 1987 AND who are or were registered as social workers under s 17; of the Social Service Professions Act 110 of 1978 OR who are or were educators as contemplated in (f), OR who are or were registered as clinical, educational or counseling psychologists under the Medical, Dental & Supplementary Health Services Professions Act 56 of 1974; (d) Child care workers who have successfully completed a 2year course in child & youth care approved by the National Association of Child Care Workers AND who have 2 years' experience in child care; (e) (i) Social Workers who are registered under s 17 of the Social Service Professions Act 110 of 1978 AND who have 2 years' experience in social work and (ii) persons who obtained a masters degree in social work AND who have 2 years' experience in social work; (f) (i) Persons who have 4 years' experience as educators who have NOT at any stage, as a result of misconduct, been dismissed from service as educators; (ii) 'educators' means persons who teach, educate or train other persons, or who provide professional education services, incl. professional therapy & educational psychological services at a public, independent or private school as contemplated in the SA Schools Act 84 of 1996, incl. former & retired educators; (g) Psychologists who are registered as clinical, educational or counseling psychologists under the Medical, Dental & Supplementary Health Services Professions Act 56 of 1974 ; Must be proficient in languages as required by the office concerned; A person who is reliable, dedicated and hardworking. The following qualities will be added recommendations: The ability to work with children/ disabled persons in a highly stressful and under traumatic circumstances; 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.
- ENQUIRIES** : Mr. Mphahlele NN. ☎ 015 287 2036
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- CLOSING DATE** : 05 November 2012
- POST 42/20** : **LEGAL ADMINISTRATION OFFICER REF NO: 12/352/SA (MR3 – MR5) 02 POSTS**
- SALARY** : R159 951 – R578 571 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An LLB degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of South African Legal system, legal practices and related spheres with specific reference to criminal law; Knowledge of criminal procedures and practice, court rules (Constitutional

Court, Supreme Court of Appeal, High Court and Magistrate's Courts); Knowledge of the Constitution of the Republic of South Africa, 1996; Ability to stay up to date with new developments in South African law (especially Administrative Law) and to conduct independent legal research; Experience in and knowledge of judicial system and functioning of courts; Appropriate knowledge of and experience in office administration; A valid driver's license. Skills and Competencies: Legal Research and drafting skills; Report-writing and analytical skills; Computer literacy (MS Office); Planning and decision-making skills; Interpersonal and language skills; Excellent communication skills (written and verbal).

- DUTIES** : Key Performance Areas: Consider applications for pardon and advise the Minister and President; Conduct legal research on principles and case law relevant to legal matters; Advise the Minister and President on the appointment of Commissions of Inquiry; Advise the Minister on applications in terms of section 271C of the Criminal Procedure; Advise the Minister on requests to refer a question of law to the Supreme Court of Appeal; Deal with matters of exemption in terms of the Debt Collectors; Handle ad hoc tasks in line with instructions; Draft legal instruments.
- ENQUIRIES APPLICATIONS** : Ms. K. Ngomani ☎(012) 357 8661
: 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 42/21** : **FOREING LANGUAGE INTERPRETERS**
6 contract posts ending 31 march 2013
- SALARY** : R108 078 per annum– (+ 37 % in lieu of benefits). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office Kimberley X3 Posts, Ref NR: NC/47/12
Magistrate Office Upington X3 Posts, Ref NR: NC/48/12
- REQUIREMENTS** : Grade 12 or equivalent qualifications; At least 3 month relevant experience will be an Advantage; Tertiary qualification will be an advantage; A Valid driver's licence is a requirement; Applicants will be subjected to a Language test; Applicants must be willing to travel; Skills and Competencies: 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, 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; Make arrangements for foreign language interpreters in consultation with the Prosecution.
- ENQUIRIES APPLICATIONS** : Mr. B. Molele ☎ (053) 839 0000 ext 2026
: If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- CLOSING DATE** : 26 October 2012
- NOTE** : A SAQA evaluation report must accompany foreign qualifications. Language Requirements: Somali, Shona, Bangla, Igbo, Mozambican-Shangaan, Amharic and / or any other Foreign Languages.