

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 14 April 2023

**NOTE** : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## MANAGEMENT ECHELON

**POST 11/56** : **DIRECTOR: INFRASTRUCTURE PLANNING REF NO: 23/47/CS**

**SALARY** : R1 105 383 – R1 302 102 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : An appropriate undergraduate (NQF level 7) as recognized by SAQA in Built Environment (town planning/ quantity surveying/ space planning services, or equivalent); 5 years experience at middle/senior management level in Infrastructure Planning; Nyukela certificate (Certificate for Entry into the Senior Management Service from the National School of Government); Registration as a professional with any relevant Built Environment council will be an added advantage; Knowledge of fixed Immovable Assets, National Building Regulations, Occupational Health and Safety Act and Supply Chain Management framework; Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Financial Management Act. Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the user demand in terms of User Asset Management Plan (UAMP); Manage infrastructure and property projects; Manage built environment professional services in all projects; 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.

**NOTE** : Preference will be given to women and people with disability.

#### **OTHER POSTS**

**POST 11/57** : **SENIOR ASSISTANT STATE ATTORNEY (LP5 –LP6) REF NO: 23/42/KZN (X3 POSTS)**

**SALARY** : R533 631 – R1 247 166 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 4 years' appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to details; Ability to maintain interpersonal relations.

**DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide supervision and training to other professional staff.

**ENQUIRIES APPLICATIONS** : Ms V.T. Mlandiso Tel No: (031) 372 3000  
Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban

**POST 11/58** : **DEPUTY MASTER: (MR-6) REF NO: 43/2023/M/WC**

**SALARY** : R495 354 – R1 192 677 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 recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorships, Trusts and Guardians Fund. Skills and Competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; Good communication skills (verbal and written); Computer literacy.

**DUTIES** : Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the Strategic Objectives of both the Masters Branch as well as the Department; Provide effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.

**ENQUIRIES APPLICATIONS** : Ms Z Agulhas Tel No: (021) 832 3010  
Please forward your application 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 L Keyster

**NOTE** : People with disabilities are encouraged to apply.

**POST 11/59** : **SENIOR LEGAL ADMINISTRATION OFFICER – MR- 6 REF NO: 23/43/KZN**  
(Re-advertisement applicants who previously applied are encouraged to re-apply)

**SALARY** : R495 354 – R1 192 677 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; 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 principles, Victim's Charter and Restorative Justice; A valid driver's license and the willingness to travel; Knowledge on the implementation of legislation affecting vulnerable groups. Skills and Competencies: Computer literacy (PowerPoint and Excel); Excellent communication skills (both 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 details.

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

**ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000  
: Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

**POST 11/60** : **FAMILY COUNSELLOR SUPERVISOR: GRADE 1 REF NO. 29/2023/FA/WC**

**SALARY** : R401 691 – R465 669 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENRE REQUIREMENTS** : Office of The Family Advocate, George  
: Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Professional registration with the SACSSP; A minimum of seven (7) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in leading Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children's Act (inclusive Hague Convention on International Child Abduction). Skills and Competencies: Facilitation skills; Research skills; Planning and organizing; Strategic capability and leadership; Communication (written and verbal) skills; Problem solving and analysis; People management and empowerment; Team leadership; Client orientation and customer focus; Change management; Knowledge management; Service delivery innovation.

**DUTIES** : Key Performance Areas: Provide advise to Family Counsellor to ensure an effective service delivery; Implement the performance management and development system within the office; Provide Forensic Family Counsellor service with regards to the best interest of the Child is upheld through the relevant programmes within the office; Supervise administrative functions required within an office and undertake a higher level of administrative function.

**ENQUIRIES APPLICATIONS** : Adv J Gerber Tel No: (044) 802 4200  
: Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.

<b><u>FOR ATTENTION NOTE</u></b>	:	Ms L Keyster
	:	Shortlisted candidates will be required to submit proof of registration with SACSSP and service certificates of appropriate experience in Social Work after registration as Social Worker with SACSSP. Candidates whose name appear on Part B of the Child Register as mandated by Section 123(5) of the Children's Act, 2005 need not apply.
<b><u>POST 11/61</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE (MANAGEMENT ACCOUNTING) REF NO: 2023/42/GP</u></b> (Re-advertisement applicants who previously applied are encouraged to re-apply)
<b><u>SALARY</u></b>	:	R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office: Gauteng A relevant tertiary qualification in Financial Management at NQF level 7; 3 years relevant supervisory experience; Knowledge and understanding of PFMA, Treasury Regulations and relevant Government regulations and policies; Knowledge and practical experience of the Basic Accounting System, Budgeting process in government and PERSAL; Ability to work extended hours, when required; A valid drivers licence Skills and Competencies: Planning and organising; Ability to work under pressure; Good communication and interpersonal relations; Financial and Supply Chain Management skills; Sound analytical, statistical and problem solving skills; Computer literacy; Creativity and innovative, Ability to work independently; Leadership and management capabilities; Presentation and facilitation.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Coordinate, review, and analyse the budget preparation process; Coordinate, review, analyse and quality assure the management accounting reporting processes; Manage the operational processes, resources and procedures associated with the management accounting functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms R Moabelo Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: Provincial Head, Gauteng, Private Bag X 6, Johannesburg, 2000 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
<b><u>POST 11/62</u></b>	:	<b><u>ASSISTANT DIRECTOR: COSTING REF NO: 23/26/CFO</u></b>
<b><u>SALARY</u></b>	:	R393 711 - R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria A relevant tertiary qualification at NQF level 6 as required by SAQA; A minimum of 3 years relevant experience in a financial environment which must include costing and budgeting at supervisory level; Knowledge of costing methodologies; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations; BAS and other legislative prescripts. Skills and Competencies: Computer literacy (MS Word, Excel); Planning and organizing skills; Interpersonal relations; Communication skills; Ability to work independently in a high pressurized environment; Ability to interpret and apply policies; Research skills; Innovative thinking; Problem solving.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Conduct Regulatory Impact Assessments on all new bills and legislation; Review tariffs for all fees charged by the Departmental Financial Instructions (DFI); Costing all Departmental projects and policies; Provide financial oversight to Commissions and Boards of Inquiry; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. J. Maluleke Tel No: (012) 315 1090 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.

<b><u>POST 11/63</u></b>	:	<b><u>ASSISTANT DIRECTOR: SYSTEMS CONTROL REF NO: 23/37/CFO</u></b>
<b><u>SALARY</u></b>	:	R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria A relevant tertiary qualification at NQF level 7; A minimum of 3 years' experience in financial management/ accounting at supervisory level; Knowledge and understanding of (PFMA) and National Treasury Regulations; Knowledge of policy development. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Research and analytical skills; Strong leadership and capabilities; Monitoring, evaluation and report writing; Accuracy and attention to detail; Communication (written and verbal) skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Team membership; Technical proficiency.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide advice to users of financial and administrative systems (BAS) related queries; Monitor and maintain logged calls from users and provide training needs of users to National Treasury; Provide accounting information and responses to risk, audit and assurance providers; Authorize all projections (sundry payments) to be cleared on a quarterly basis; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. J Maluleke Tel No (012) 315 1090 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.
<b><u>POST 11/64</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 23/45/KZN</u></b>
<b><u>SALARY</u></b>	:	R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office: Durban to serve Zululand District A National Diploma/Bachelor's Degree in Financial Management (NQF level 6) or equivalent qualification; A minimum of three years' experience in financial accounting / management at supervisory level; Knowledge and proper understanding of the Financial Management framework; Knowledge of Public Finance Management Act (PFMA), Departmental Third Party Fund (TPF) systems, BAS, Supply Chain Management (SCM); budgeting process and National Treasury Regulation; A valid drivers' license. Skills and Competencies: Computer literacy (MS Office with focus on Excel and PowerPoint); Good communication skills (written and verbal); General office and project management; Financial management skills; Exceptional report writing; Good interpersonal relations; Strong analytical skills and assertiveness; Ability to work under pressure and be self-motivated; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Identify training needs to ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions and reconcile Third Party Funds; Monitor implementation of audit recommendation, action plan and render support to other districts; Monitor and report on effective Supply Chain Management and Assets Management within the district; Provide inputs on any improvements in financial systems, processes and procedures; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M.P Khoza Tel No: (031) 372 3000 Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
<b><u>NOTE</u></b>	:	The successful candidate will be expected to travel extensively in the district.

<b><u>POST 11/65</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF NO: 23/46/KZN</u></b>
<b><u>SALARY</u></b>	:	R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Court, Utrecht
<b><u>REQUIREMENTS</u></b>	:	Three year National Diploma/ Bachelor's Degree in Public Administration/ Public Management or equivalent; 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Budget control, Asset, Facility Management and PFMA. Skills and Competencies: People Management; Computer literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem solving skills; Sound leadership and management skills; Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Section, section related to Family Court, Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users.
<b><u>ENQUIRIES</u></b>	:	Ms N.F. Nkosi Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
<b><u>NOTE</u></b>	:	Successful candidate will perform duties as head of Administration (Office Manager)
<b><u>POST 11/66</u></b>	:	<b><u>COURT INTERMEDIARY (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	Magistrate Court, Nqutu Ref No: 23/47/KZN Magistrate Court, Ingwavuma Ref No: 23/48/KZN
<b><u>REQUIREMENTS</u></b>	:	Grade 12, Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; Teaching, Social Work/ Family Counseling, Child Care and youth development, Pediatrics, Psychiatry, Clinical counseling, Educational psychologist. Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization. Minimum of three years working experience in the applicable field. Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Proficiency in the following languages: English and IsiZulu. Skills and Competencies: Communication and empathetic listening skills (with children, persons; with mental disabilities and other traumatized witnesses). Trauma and basic counseling skills; interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.
<b><u>ENQUIRIES</u></b>	:	Ms V.T. Mlandeliso Tel No: (031) 372 3000

- APPLICATIONS** : Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- NOTE** : 1. The successful candidates in Nqutu will also serve Magistrate Courts under Umzinyathi District and in Ingwavuma will also serve Magistrate Courts under Umkhanyakude District. 2. Separate application must be made quoting the relevant reference number
- POST 11/67** : **ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 23/44/KZN (X6 POSTS)**
- SALARY** : R315 153 – R885 546 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney, Durban
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; 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); Problem solving and conflict management.
- 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. Represent the department in all matters of arbitration proceedings.
- ENQUIRIES** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 11/68** : **CHIEF ADMINISTRATION CLERK REF NO: 23/23/FS**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office, Botshabelo
- REQUIREMENTS** : Grade 12 certificate or equivalent; A minimum of 3 years experience in administration. Knowledge of Public Finance Management Act (PFMA), Departmental Financial Instruction (DFI), Basic Accounting System (BAS) and Justice Jellow Pages (JYP); Skills and Competencies: Computer literacy (MS Office, MS Excel & PowerPoint). Good Communication (Verbal and written). Good interpersonal relations and problem solving skills. Ability to work under pressure and work independently.
- DUTIES** : Key Performance Areas: Render general clerical support services; Provide Supply Chain clerical support services within the component; Provide personnel administration clerical support services within the Court/Cluster; Provide financial administration support services in the Court/Cluster; Provide effective people management.
- ENQUIRIES** : Ms. N Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 11/69** : **PROVISIONING ADMINISTRATION OFFICER: BIDS AND ACQUISITION REF NO: 23/27/CFO**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : 3-year National Diploma in Supply Chain Management, Procurement, Logistics and /or a finance-related qualification; A minimum of 2 years relevant experience in Bids and Acquisition Management/Supply Chain Management; Knowledge of Public

		Finance Management Act, Treasury Regulations pertaining to assets management, BAS, Bids and Acquisitions. Skills and Competencies: Computer literacy (Ms Word, email, and internet skills); Communication skills (verbal & written); Report writing; Conflict management; Problem solving skills; Planning and organizing skills; Client orientation and customer focus; Accuracy and attention to details.
<b><u>DUTIES</u></b>		Key Performance Areas: Provide administrative support during bid committees; Administer the implementation of Supply Chain Management Policy and strategy; Maintain effective systems and procedures for the procurement of goods and services; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Mr. J. Maluleke Tel No: (012) 357 1090
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply
<b><u>POST 11/70</u></b>	:	<b><u>MAINTENANCE INVESTIGATOR REF NO: 23/51/KZN</u></b>
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Court: Melmoth
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate with two years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license; Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication skills (verbal and written); Ability to: Work with the public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Time management; Facilitation skills; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage duties or functions of a Maintenance Investigator for offices under King Cetshwayo District in terms of the Maintenance Act ;Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Render any administrative support to the office; Serve documents on complainants/respondents/banks/employers/ etc. Perform any other administrative functions as required from time to time.
<b><u>ENQUIRIES</u></b>	:	Ms M.P. Khoza Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
<b><u>POST 11/71</u></b>	:	<b><u>MAINTENANCE INVESTIGATOR REF NO: 23/52/KZN</u></b> (Re-advertisement applicants who previously applied are encouraged to re-apply)
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Court, Mtunzini
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate with two years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver's license; Knowledge of computer literacy (MS Word and Excel). Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication skills (verbal and written); Ability to: Work with the public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Time management; Facilitation skills; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage duties or functions of a Maintenance Investigator for offices under King Cetshwayo District in terms of the Maintenance Act ;Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Render any administrative support to the office; Serve documents on



complainants/respondents/banks/employers/ etc. Perform any other administrative functions as required from time to time.

**ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No (031) 372 3000  
: Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban

**POST 11/72** : **ESTATE CONTROLLER REF NO: 44/2023/M/WC (X9 POSTS)**

**SALARY** : R207 429 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 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 APPLICATIONS** : Ms Z Mfeka Tel No: (021) 832 3196  
: Please forward your application 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 L Keyster

**POST 11/73** : **MAINTENANCE OFFICER (MR1 - MR3) REF NO: 23/50/KZN**

**SALARY** : R207 429 – R307 302 per annum, (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Magistrate Court: Howick  
: An LLB Degree or four year recognised legal qualifications; Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver's license and willing to travel extensively. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (written and verbal); Numerical skills; Facilitation and mediation skills; Supervisory skills; Litigation skills; Ability to work with public in a professional and empathetic manner; and to explain legal terminology and processes in simple language; Time management; Ability to work under pressure.

**DUTIES** : Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

**ENQUIRIES APPLICATIONS** : Ms N.F. Nkosi Tel No: (031) 372 3000  
: Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.