

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 15 May 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 14/91 : **DIRECTOR: PHYSICAL SECURITY AND SECURITY ADMINISTRATION SUPPORT SERVICES REF NO: 23/55/HR**

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 Security Management and registered with PSIRA; 5 years' experience at a middle/senior management in security management environment; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government); Knowledge of Minimum Information Security Standards (MISS) and Minimum Physical Security Standards; Knowledge of prescribed physical security and access control procedures; Knowledge of security management and operational plans; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/ guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Strategic capability and leadership; 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 provision of physical security services; Manage the provision of security projects, electronic systems and security administration support services; Manage the provision of close protection, cash-in-transit and special events; Manage the implementation and coordination of disaster management processes, business continuity plans and policy development; Provide effective people management.

ENQUIRIES : Mr J. Maluleke Tel No: (012) 315 1090

- 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.
- POST 14/92** : **DIRECTOR: SERVICE DELIVERY AND IMPROVEMENT REF NO: 23/54/DG**
- 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 qualification (NQF level 7) in Public Administration/ Operations Management/ Business Management as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); 5 years' experience in service delivery improvement at a middle/senior managerial level; Knowledge of service delivery standards, plans and quality management of an organization/ institution/ department; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/ guidelines, prescripts, Public Service Act, Government initiatives and decisions. Skills and Competencies: Strategic capability and leadership; 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 development and maintenance of customer relations and complaints management; Manage the implementation of service delivery improvements; Manage the development and implementation of quality management; Manage the coordination of departmental performance and service delivery; Provide effective people management.
- ENQUIRIES** : Mr R. Chauke Tel No: (012) 315 1329
- 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.
- POST 14/93** : **DIRECTOR: ICT ENTERPRISE ARCHITECTURE REF NO: 23/53/ISM**
- 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 undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); 5 years' experience at middle/ senior management level in ICT management of which 3 years must be in ICT Enterprise Architecture; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Strategic & Operational Planning, Corporate Governance of ICT, ICT policy development, ICT risks, ICT audits and ICT related compliance, ICT Audit Management, ICT Planning and Monitoring Framework, modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, Government financial processes and systems. Skills and Competencies: Strategic capability and leadership; 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; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the design, development and maintenance of the ICT Enterprise Architecture; Manage the design, development and maintenance of ICT Business and Data Architectures; Manage the implementation of ICT Technology and Application Architectures; Provide effective people management.

- ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No: (012) 357 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.
- NOTE** : Preference will be given to women and people with disability.
- POST 14/94** : **DIRECTOR: ICT SYSTEMS MANAGEMENT AND BUSINESS INTELLIGENCE: REF NO: 23/45/ISM**
 (This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
- 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 REQUIREMENTS** : National Office, Pretoria
 : An undergraduate qualification (NQF level 7) in Information Communication Technology (ICT) or equivalent as recognized by SAQA; 5 years' of experience at a middle/senior managerial level of which 3 years must be in application development, support, maintenance, Object Orientated Programming, Web services, Relational database design, data analysis and modelling, data warehousing and design, proficiency in various software development design techniques and application release management; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge in frameworks and technologies such as NET, C#, Entity Frameworks, Angular development and web development such as HTML, XML, JSON, SOAP, CSS, JavaScript, MS SQL and Rest web services; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks and ICT Policy Development, ICT Planning and Monitoring Framework ICT Project Management methodologies, Waterfall and Agile SDLC methodologies ICT Risk Management; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Strategic capability and leadership; 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 development and maintenance of business applications; Manage functional support and enhancements to business application; Manage the provision of business intelligence services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : 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.

OTHER POSTS

- POST 14/95** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6): (FAMILY ADVOCATE) REF NO: 23/59/CS**
- 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** : National Office, Pretoria
 : An LLB Degree or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience; Knowledge of the South African Legal System, Legal Practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act; Knowledge and experience in Office

Administration. Skills and Competencies: Legal research; Legal drafting; Applied strategic thinking; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Team leadership.

DUTIES : Key Performance Areas: Manage and administer the provisioning of family advocate services; Manage and administer the implementation of the Hague Convention on Civil aspects of International Child Abduction; Manage the development, monitor and implementation of policies, framework and prescripts; Manage the provision of Forensic Social Work services; Manage and render administration support services (Programme Management); Manage stakeholder relations for the Family Advocate; Provide effective people management.

ENQUIRIES : Ms. R Sema Tel No: (012) 315 1333
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 : People with disabilities are encouraged to apply.

POST 14/96 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 9/23EC**

SALARY : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office: East London
REQUIREMENTS : An undergraduate qualification (NQF 6) as recognized by SAQA in Social Work / Psychology (NQF level 6); Registered with the South African Council for Social Service Professions or Health Professional Council of South Africa; At least 3 years experience in Employee Health and Wellness environment at a supervisory level; Knowledge of employee Health and Wellness Integrated Strategic Framework in the Public Service; Knowledge and understanding of Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making skills; Team Leadership; Project management.

DUTIES : Key Performance Areas: Coordinate, implement and promote the physical wellbeing (wellness programmes) of individual employees; Implement and promote the psycho-social wellbeing (employee assistance) of individual employees; Implement and promote Work-Life Balance; Conduct and implement Health and Productivity, HIV/AIDS and TB programmes interventions; Coordinate and Implement Safety, Health, Environment and Risk and Quality Management (SHERQ) in the workplace; Provide effective people management.

ENQUIRIES : Mr A Jilana Tel No (043) 702 7000 / 7010
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200

POST 14/97 : **ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 23/55/KZN**

SALARY : R393 711 - R463 764 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office, Durban
REQUIREMENTS : A Degree or National Diploma in Security Management/Risk Management or equivalent qualification; PSIRA Grade B, 3 years supervisory experience in Security Management; A valid driver's license; Knowledge of the MISS document of 1998; Control of access to public premises and vehicle Act. 1985 (Act No: 53 of 1985); The successful candidate will be required to travel extensively. Skills and Competencies: Excellent communication skills (verbal and written); Computer

- literacy (MS Office); Project Management Skills: presentation skills; ability to work under pressure; Administrative and organizational skills; Sound Good interpersonal relations; Accuracy and attention to detail; Investigation skills.
- DUTIES** : Key Performance Areas: Perform variety of duties related to the core functions of the security and risk management unit; Monitor the implementation of departmental security systems and policies; Manage security at sub-offices in the province and monitor the implementation of security measures at courts; Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Roll out of contingency plan and Occupational Health and Safety compliance at sub-offices within the region.
- ENQUIRIES APPLICATIONS** : 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.
- POST 14/98** : **ADMINISTRATIVE OFFICER REF NO: 23/56/KZN**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Port Shepstone
: 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.
- DUTIES** : 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 and 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.
- ENQUIRIES APPLICATIONS** : Ms V. Mlandeliso 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 14/99** : **ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 2023/53/GP**
- 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 REQUIREMENTS** : State Attorney: Pretoria
: 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 APPLICATIONS** : Ms R R Moabelo Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor;

		Regional Office Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 14/100</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 2023/40/GP</u>
<u>SALARY</u>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Randburg 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 Yellow 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; Accuracy and attention to details.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Maphoto Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg 2000 OR Physical Address: Provincial Office –Gauteng; Department of Justice and Constitutional Development; 7 th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg.
<u>POST 14/101</u>	:	<u>SENIOR COURT INTERPRETER (X3 POSTS)</u>
<u>SALARY</u>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Durban Ref No: 23/60/KZN Magistrate Court, Ladysmith Ref No: 23/58/KZN: (This is a re-advertisement: applicants who previously applied are encouraged to re-apply) Magistrate Court, Vryheid Ref No: 23/59/KZN (This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	Grade 12 and National Diploma: Legal Interpreting or any other relevant equivalent qualification in the field of languages and a minimum of 3 years practical experience in Court interpreting; OR Grade 12 certificate with ten years practical experience in court interpreting Proficiency in English and two or more indigenous languages Durban (IsiZulu and ISiXhosa) Ladysmith (SeSotho and IsiZulu) and Vryheid (IsiZulu); A valid driver's license will be an added advantage. Skills and Competencies: Good communication (written and verbal); Interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Perform any other duties that may be assigned to in terms of rationalization of office.
<u>ENQUIRIES APPLICATIONS</u>	:	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
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 14/102</u>	:	<u>HUMAN RESOURCE PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: 2023/50/GP</u>
<u>SALARY</u>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Gauteng

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Social Work/ Psychology and registered with the South African Council for Social Services Professions or Health Professions Council of South Africa; A minimum of 1 year work experience in health and wellness work environment. Skills and Competencies: Creative thinking; Behavioral indicators; Customer Service Orientation; Problem analysis, Self –management; Team membership; Technical proficiency; Personal attributes.
<u>DUTIES</u>	:	Key Performance Areas: Administer and promote the physical wellbeing (wellness programmes) of individual employees; Implement and promote the physio- social wellbeing (wellness assistance) of individual employees; Promote and implement Work-Life Balance plan; Conduct and implement Health and Productivity, HIV/AIDS and TB programmes interventions; Coordinate and implement Safety, Health, Environment, and Risk and Quality Management (SHERQ) in the workplace.
<u>ENQUIRIES</u>	:	Ms P Raadt Tel No (011) 332 9000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Office Gauteng; Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg.
<u>POST 14/103</u>	:	<u>MAINTENANCE INVESTIGATOR (X3 POSTS)</u>
<u>SALARY</u>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Krugersdorp Ref No: 2023/37/GP Magistrate Meyerton Ref No: 2023/51/GP Magistrate Tembisa Ref No: 2023/45/GP
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification; relevant administrative 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.
<u>DUTIES</u>	:	Key Performance Areas: Serve Maintenance Summons, Subpoenas, Warrants and Garnishee Orders; Locate whereabouts of persons; Give testimony in Court under Oath; Render administrative support to the Office.
<u>ENQUIRIES</u>	:	Ms P Raadt Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg 2000 or Physical Address: Provincial Office – Gauteng; Department of Justice and Constitutional Development; 7 th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg.
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 14/104</u>	:	<u>REGISTRAR MR3 REF NO: 23/61/KZN</u> (This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R268 755 – R307 302 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement).
<u>CENTRE</u>	:	Magistrate's Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An LLB degree or recognized 4 year legal qualification; At least 2 years' appropriate post qualification legal experience; A valid driver's license. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret Acts and Regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default; Issue, monitor and analyse court statistics; Manage the civil

sections in co-operation with the judiciary and Court Manager; Manage and submit monthly returns to the Court Manager; Provide effective people management.

ENQUIRIES APPLICATIONS : 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.

NOTE : The successful candidate will also serve Magistrate Courts under Umgungundlovu District)

POST 14/105 : **ASSITANT MASTER: MR1-MR5 REF NO: 47/2023/M/WC (X3 POSTS)**

SALARY : R207 429 – R953 979 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 High Court: Western Cape

: LLB Degree or four years recognized legal qualification; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master’s of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.

DUTIES : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian’s Funds and resources in 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