

VACANT OFFICES OF SHERIFFS

SUITABLY QUALIFIED AND FIT AND PROPER PERSONS ARE INVITED TO APPLY FOR THE VACANT OFFICES OF THE SHERIFFS IN THE FOLLOWING AREAS:

A. THE HIGH AND LOWER COURTS (OR A SUB-DIVISION THEREOF) FOR THE MAGISTERIAL DISTRICTS

EASTERN CAPE:

• Bizana • Butterworth (Mnquma) • Centane • Flagstaff • Keiskammahoek • King Williams Town • Mdantsane • Mount Frere (KwaBhaca) • Mthatha • Nqceleni • Port St Johns • Qumbo • Seymour (Mpofu) • Stutterheim

FREE STATE:

• Setsotso (Clocolan, Ficksburg, Marquard and Senekal) • Letsemeng (Jacobsdal, Koffiefontein and Petrusburg) • Mohokare (Rouxville, Smithfield and Zastron) • Phuthaditjaba

GAUTENG:

• Brakpan (Including Tsakane) • Kempton Park (including Tembisa)

KWAZULU-NATAL:

• Chatsworth • Mtubatuba (including Hlabisa, KwaMsane and Hluhluwe) • Umgungundlovu West (Howick, Impendle and Mooriver) • Umzimkulu • Uthukela 2 (Bergville, Dukuza, Winterton, Estcourt and Weenen) • Ugu 2 (Scottburgh, Dududu, Umzinto, Sawoti, Harding and Umzumbe but excluding Phunghashe) • Zululand 1 (Mahlabatini, Ulundi, Babanango and Nongoma) • Zululand 2 (Vryheid, Hlobane, Glückstad, Louwsburg and Ngome but excluding Edumbe (Paulpietersburg) and Magudu

LIMPOPO:

• Bela-Bela • Makhado (Louis Trichardt)

NORTH WEST:

• Ganyesa • Moses Ketoane (Madikwe and Mankwe) • Wolmaranstad

NORTHERN CAPE:

• Carnarvon • Colesberg • Noupoot • Richmond • Victoria West

WESTERN CAPE:

• Oudtshoorn • Prince Albert • Simonstown

B. THE LOWER COURTS (OR A SUB-DIVISION THEREOF) FOR THE MAGISTERIAL DISTRICTS

MPUMALANGA

• Msukaligwa (Ermelo and Breyten)

MINIMUM REQUIREMENTS FOR APPOINTMENT:

No person shall be appointed as sheriff unless he or she:

Is a South African citizen or has been lawfully admitted to the Republic for permanent residence and is ordinarily resident in the Republic; is a fit and proper person to hold the office of sheriff; demonstrates the financial and other ability required to establish and operate an office of the sheriff; is competent to conduct the business of sheriff and has at least –

• An appropriate post grade 12 qualification as determined by the SABFS in consultation with the Minister. In this regard the following determination has been made: Level of Qualification: applicants should have a post matric qualification on the same level or higher than NQF level 4: Sheriffs operate in a defined space within the justice system in the country and qualifications in the legal, financial, administration and management field, relevant to the work of sheriff will be accepted. Only qualifications accredited by the relevant SETA and provided by SAQA accredited institutions will be accepted. The "Sheriff Introductory

Course" which is offered by the SABFS and accredited by Justice College is an acceptable qualification.

- An understanding of civil law.
- Knowledge and an understanding of the relevant aspects of the Constitution of South Africa, Insolvency Act, Magistrates' Court Act, State Liability Act, Prescription Act, Criminal Procedure Act, Sheriffs Act, Security by Means of Movable Property Act, Labour Relations Act, Basic Conditions of Employment Act, Maintenance Act, Rental Housing Act, National Credit Act, Consumer Protection Act, Superior Courts Act and the Rules Regulating the Conduct of Proceedings in the Supreme Court of Appeal, the High Courts and the Magistrates' Courts.

A sheriff is not an employee of the Department and generates his/ her income from the service and the execution of court documents in terms of the prescribed tariffs. The applicant must demonstrate the potential ability to establish and operate an office to conduct business relating to the service of summonses and other court processes; the execution of warrants of execution and ejection interdicts and garnishee orders; the making of inventories on the processing of warrants of execution; the provision of returns of service; the holding of execution auctions; and the keeping of a trust account of a sheriff. A person appointed as a sheriff may not perform or engage in any remunerative work outside the office of a sheriff without the approval of the Minister of Justice and Correctional Services. The person appointed as sheriff cannot perform the functions of a sheriff unless he/she has been issued with a Fidelity Fund Certificate, issued by the South African Board for Sheriffs.

Preference will be given to applicants whose appointments will promote equitable demographic representation and inclusiveness by race, gender, disability or any of the constitutionally recognized grounds.

ALL APPLICATIONS MUST BE COMPLETED ON THE FORM 1 (J743) AND MUST BE ACCOMPANIED BY:

- a curriculum vitae of the applicant;
- a certified copy of the identity document of the applicant;
- certified copies of all educational qualifications of the applicant;
- certified copies of certificates of service or, if not available, an affidavit by the applicant in respect of previous periods of employment rendered by him or her;
- testimonials from 2 previous employers of the applicant, if available;
- the nature and history of any past or present business undertaking, occupation or trade of the applicant;
- the names, addresses and telephone numbers of two references;
- an affidavit regarding previous convictions and sequestrations, if any;
- an affidavit with the necessary supporting documents, if applicable, that an applicant has the financial ability to establish and operate an office of sheriff, including a list of all assets and liabilities of such an applicant; and
- a certified copy of his or her driver's license, if the applicant has a valid driver's license.

Applications must be submitted on Form 1 (J743) obtainable from the following websites: www.justice.gov.za and www.sheriffs.org.za. Forms may also be requested from the court manager at the Magistrates' Office.

Applicants to submit only one (1) set of complete original application documents per province. The Form 1 should clearly list, in order of preference, the vacant offices for which the applicant is applying for. If the applicant is applying for vacant sheriff offices in other provinces, then separate Form 1 applications will have to be submitted to the Secretariat of the relevant Provincial Advisory Committee in lieu of the relevant vacant sheriff's offices within such province.

Applications must be addressed to the Secretariat of the relevant Provincial Advisory Committee:

- Eastern Cape: Mrs A Herselman: Private Bag X3904, North End, Port Elizabeth, 6056 or c/o Govan Mbeki and De Villiers Street, Room 1.73, North End, Port Elizabeth, 6056 (anherselman@justice.gov.za)
- Free State: Adv M Seithleko: Private Bag X20578, Bloemfontein, 9300 or 53 Charlotte Maxeke Street, Colonial Building, Bloemfontein, 9300 (MSeithleko@justice.gov.za)
- Gauteng: Mr G Monyemorathoe: Private Bag X6, Johannesburg, 2000 or 94 Pritchard Street, Johannesburg, 2001 (gmonyemorathoe@justice.gov.za)
- KwaZulu-Natal: Ms C Masimo: Private Bag X54372, Durban, 4000 or 2 Devonshire Place, c/o Devonshire and Anton Lembede Streets, Durban, 4000 (cmasimo@justice.gov.za)
- Limpopo: Mr M Kgosiemang: Private Bag X9526, Polokwane, 0700 or 92 Bok Street, Polokwane, 0700 (mkgosiemang@justice.gov.za)
- Mpumalanga: Mr P Mthimunya: Private Bag X11249, Nelspruit, 1200 or 24 Brown Street, Nelspruit, 1200 (pnmthimunya@justice.gov.za)
- Northern Cape: Mr R Motlekar: Private Bag X6106, Kimberley, 8300 or 8th Floor, New Public Buildings, c/o Stead and Knight Streets, Kimberley, 8300 (rmotlekar@justice.gov.za)
- North West: Mr T Chabeli: Private Bag X2033, Mmabatho, 2735 or Ayob Building, 22 Molopo Road, Mafikeng, 2745 (tchabeli@justice.gov.za)
- Western Cape: Ms A Singh: Private Bag X9171, Cape Town, 8000 or AA Building, 30 Queen Victoria Street, Cape Town, 8001 (ashikasingh@justice.gov.za)

Applications that are not completed correctly and in line with the requirements listed above will not be considered. The Minister of Justice & Constitutional Development reserves the right not to fill a sheriff's office that has herein been advertised as a vacant sheriff's office. Further, should you not receive an invitation within three (3) months to attend an interview herein then it can be deemed that your application was not successful. Applicants are advised that maps or descriptions of the sheriff service areas are available on the DOJ&CD website (www.justice.gov.za) as well as the SABFS website (www.sheriffs.org.za).

Please note that applicants are to ensure that their application is submitted to the relevant Secretariats before the close of business on the closing date. No late applications will be accepted.

Please further note that all sheriff service areas as advertised are subject to the Rationalisation of Courts process and the Minister has the authority to alter the boundaries of the Sheriffs service areas. Enquires may be directed in writing to: Mr V Knoop / vknoop@justice.gov.za or Mr M Moagi at makmoagi@justice.gov.za.

CLOSING DATE: 25 JANUARY 2019

