

SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6)
REF NO: 2023/91/GP
CENTRE: STATE ATTORNEY: PRETORIA

SALARY: R570 921 – R1 308 663 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; 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 licence.

SKILLS AND COMPETENCIES: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.

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 effective people management.

ENQUIRIES: Ms. R.R Moabelo Tel No (011) 332 9000

NOTE: 1. People with disabilities are encouraged to apply
2. Shortlisted candidates will be required to submit a current certificate of good standing from the relevant Law Society must accompany the application.

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, **JOHANNESBURG**, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, JOHANNESBURG.

ASSISTANT DIRECTOR: THIRD PARTY FUNDS (TPF)
REF NO: 23/81/KZN
CENTRE: PROVINCIAL OFFICE, DURBAN

SALARY: R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: A Degree/Diploma in Financial Accounting/ Management or equivalent qualification at NQF level 7; A minimum of 3 (three) years working experience in a finance environment at supervisory level; Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations, Knowledge of Justice Administered Act, Regulations; GRAP, Financial Instruction and Directives, Knowledge of Departmental TPF system.

SKILLS AND COMPETENCIES: Planning and organizing, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.

KEY PERFORMANCE AREAS: Manage sound financial management of the Third – Party Funds (TPF), Provide financial support and advice to Provincial Office and Magistrate Offices in the Province. Provide training and assistance to finance functionaries where the need exists, Provide effective people management;

ENQUIRIES: Ms. M.P Khoza. 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 4001.

FAMILY COUNSELLOR (GRADE 1) (2 POSTS)

REF NO: 23/VA51/NW CENTRE: OFFICE OF THE FAMILY ADVOCATE: MAHIKENG,

REF NO: 23/VA55/NW CENTRE: OFFICE OF THE FAMILY ADVOCATE: RUSTENBURG

SALARY: R294 411 – R338 712 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: Bachelor's Degree in Social Work or equivalent qualification which allows for professional registration with the SA Council for Social Service Professions (SACSSP), Proof of registration with SACSSP; Appropriate experience in Social work field after registration with SACSSP; Knowledge and experience in Mediation, Court experience in rendering expert evidence and experience in a Forensic setting.; Knowledge and application of Family Law, including Mediation in Certain Divorce Matters Act, Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's licence;

SKILLS AND COMPETENCIES: Computer literacy (MS Word, Excel and PowerPoint); Excellent Communication skills (Verbal and Written); Mediation skills; Interviewing skills; Conflict Resolution; Evaluation and report writing skills; Diversity and conflict management skills; Attention to detail.

KEY PERFORMANCE AREAS: Conduct mediation and/or inquiries as part of a multi-disciplinary team in care, contact, guardianship, relocation, child abduction and related family law dispute; Evaluate information and compile forensic court reports and make recommendations in the best interest of the Child in family law disputes; Act as an 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; Conduct inquiries and interview parties and source references in Family law disputes.

ENQUIRIES: Ms. L. Shoai Tel No (018) 397 7088

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

NOTE: Separate application must be made quoting the relevant reference number

CLOSING DATE: 14 AUGUST 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, a CV, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Application that do not comply with the above specifications will be disqualified. Original/certified copies must be produced by only shortlisted candidates during the interview date.

A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. 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. 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 this position. Women and people with