



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 81, PRETORIA, 0001 • Momentum Centre, 329 Pretorius Street, PRETORIA
Tel (012) 315 1111, Fax (012) 315 1113

Sub-Office File 2/1/5

23 November 2007

VACANCIES **(Head Office File 6/4/2/1)**

REFERENCE: 07/499/NC

POST: FAMILY COUNSELLOR (2 POSTS)

CENTRE: FAMILY ADVOCATE, KIMBERLEY

SALARY: R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Bachelors Degree in Social Work;
- Three years experience in Social Work;
- Registered with the SA Council for Social Service Professions (SACSSP);
- Knowledge and experience in application of Mediation in Certain Divorce Matters Act and related legislation;
- Knowledge of Family Law, including Maintenance and Domestic Violence Acts;
- Knowledge of Public Service Act and Regulations;
- Communication in one of the African languages will be an advantage;
- Court experience in expert evidence;
- A valid code EB driver's license and must be willing to travel;

Skills and competencies:

- Computer literacy (MS Word);
- Good communication skills(written and verbal);
- Interpersonal relations;
- Mediation, Interviewing, Evaluation and Report writing skills;
- Diversity and conflict handling.

DUTIES:

- 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 on 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 references in family law disputes;
- Act as intermediary in Sexual Offences cases.

**TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE
AND CONSTITUTIONAL DEVELOPMENT**

ENQUIRIES: Adv M Mafojane ☎ 053 839 0047

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X6106, Kimberley, 8300.

CLOSING DATE: **10 December 2007**

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. **The CV to be typed and completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and this typed CV must accompany the Z83 and all other supporting documents required.** 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 SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. 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.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE