



# the doj & cd

Department:  
Justice and Constitutional Development  
**REPUBLIC OF SOUTH AFRICA**

Private Bag X 9065, EAST LONDON, 5241 • 3 Philip Frame Road, Waverley Park, Chisselhurst, EAST LONDON  
Tel 043 207 7000, Fax 043 721 2215

**Sub-Office File 2/1/5**

**7 March 2008**

## **VACANCIES (Regional Office File 6/4/2/1)**

**REFERENCE: 08/42/EC**

**POST: MAINTENANCE OFFICER**

**CENTRE: MAGISTRATE, PORT ELIZABETH**

**SALARY:** R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.

### **REQUIREMENTS:**

- An applicable legal qualification, paralegal qualification or a Grade 12 certificate with five years relevant experience;
- A valid code B drivers' license.
- Experience in Family Law Matters;
- Knowledge of the Maintenance Act (Act 99 of 1998).

### **Skills and competencies:**

- Computer literacy (MS Office);
- Numeracy skills;
- Attention to detail.

### **Ability to:-**

- Work with the public in a professional and empathetic manner;
- Develop a thorough understanding of all services procedures;
- Involved in the area of Maintenance and other areas of Family Law;
- explain legal terminology and processes in simple languages;
- manage time effectively and develop good facilitation skills;
- think innovatively and work in pressured environment;
- assist the court in the conducting of Maintenance enquiries.

### **DUTIES:**

- Facilitation of maintenance enquiries; arranging paternity tests for parties involved;

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

- Act as an \_\_\_\_\_ officer on formal and informal enquiries;
- Conduct interviews with stakeholders;
- Ensure appearance in maintenance court proceedings under the maintenance act 99 of 1998 are exercised;
- Perform duties or functions conferred upon by the act.

**ENQUIRIES:** Ms N Ndamase ☎ (043) 702 7000

**APPLICATIONS:** **If applying for more than one centre, please list in order of preference.**

Quoting the relevant reference number, direct your application to:

The Regional Head, Private Bag X9065, East London, 5200.

**CLOSING DATE:** **31 March 2008**

**NOTE:** Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). Applications should be accompanied by certified copies of qualifications, identity document and driver's license. **The CV to be completed by all applicants is available on the DOJ website [www.doj.gov.za](http://www.doj.gov.za) or at any DOJ&CD sub-office and 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. 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.

**DIRECTOR: HUMAN RESOURCES: REGIONAL OFFICE, EAST LONDON**