



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: 08/48/EC

POST: DEPUTY DIRECTOR: AREA COURT MANAGER

CENTRE: MAGISTRATE, ZWELITSHA

PACKAGE: R311 358 – R360 909 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Bachelor's Degree in Administration/Management or equivalent qualification;
- Three years management or supervisory experience;
- A valid driver's license;

The following will serve as a strong recommendation:

- Knowledge and experience in office and district administration, financial management and PFMA.

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Skills and competencies:

- Computer literacy (MS Office);
- Communication (verbal & written);
- Strong leadership and management capabilities;
- Strategic capabilities;
- Interpersonal relations.

DUTIES:

- Co-ordinate and manage Financial and Human Resources of the office;
- Operational and Business Planning Processes;
- Manage the facility, physical resources, information and communication related to courts;
- Act as risk manager;
- Implement the Departmental policies on courts;
- Compile and analyze court statistics to show performance and trends;
- Provide case tracking services to the judiciary and prosecuting

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- authority;
- Compile quarterly reports, annual performance and any other required report to the relevant users, including the Regional Head of the province;
- Develop and implement customer service improvement strategies;
- Lead and manage the transformation of the office;
- Manage strategic projects intended to improve court management;
- Manage the communication and relations with the internal and external stakeholders.

ENQUIRIES: Ms N Ndamase ☎ 043 702 7181

APPLICATIONS: 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. 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 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