



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE, GAUTENG
Private Bag X6, Johannesburg, 2000 • 16th Floor Carlton Centre, Commissioner Street,
JOHANNESBURG
Tel (011) 331 0440, Fax (011) 331 1062

Sub-Office File 2/1/5

15 June 2008

REFERENCE: 08/CONTRCT/ADMIN OFF/ R/O GAUTENG

**POST: ASSISTANT DIRECTOR: COURT OPERATIONS
(12 MONTHS CONTRACT)**

CENTRE: REGIONAL OFFICE JOHANNESBURG

PACKAGE: R269 636.55(196 815 + 37% benefits) per annum (All Inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An LLB Degree or equivalent four year legal qualification;
- A minimum of three years experience in the legal field;
- Knowledge and understanding of the functioning of courts;
- Experience in Project Management;
- A valid driver's license and willing to travel extensively.

Skills and Competencies:

- Research and report writing skills;
- Conceptualization, planning and organizational skills;
- Analytical and interpretive thinking;
- Communication (written and verbal) skills;
- Good interpersonal relations with ability to interact at a senior and professional level;
- Computer literacy.

DUTIES:

- Co-ordinate Strategic Projects aimed at improving Court Performance
- Co-ordinate Reports from Area Court Managers for the Directorate.
- Co-ordinate Compilation of monthly/Quarterly /Annual Performance and statutory Reports to the Relevant users
- Analyze Court Statistics for the Directorate to reflect Court Performance and Trends
- Provide support to the Directorate in Managing systems supporting Case Management
- Direct and maintain the necessary administrative activities ,systems and Protocol in the performance of his duties

- Financial and Human Resources Management within the Directorate
- Draft Reports and Memos for consideration by Senior Management within the Directorate

ENQUIRIES: Ms. J Mokoena ☎ (011) 223 7600

APPLICATIONS: Quoting the relevant reference number, direct your application to: **Postal address:** The Regional Office Gauteng, Private Bag x6 Johannesburg 2000

CLOSING DATE: **30 June 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. A SAQA evaluation report must accompany foreign qualification. **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. Preference will be given to the disabled. Short listed candidates are required to avail themselves for interviews at a date and time determined by the Department, at a short notice and will be subject to a personnel vetting process.

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.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE

DIRECTOR: HR

