



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE, GAUTENG

Private Bag X6, Johannesburg, 2000 • 15th Floor Carlton Centre, Commissioner Street, JOHANNESBURG
Tel (011) 223 7600, Fax (011) 331 1062

Sub-Office File 2/1/5

7 July 2008

REFERENCE: 08/185/GP

POST: MAINTENANCE OFFICER (1 POST)

CENTRE: MAGISTRATE SOSHANGUVE

SALARY: R117 501 – R137 976 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate legal qualification (B. Iuris, B.Proc or LLB);
- Proficiency in at least two official languages.

Skills and Competencies:

- Computer literacy (MS Office).
- Excellent communication skills (written and verbal).
- Numeracy skills.
- Ability to work with the public in a professional and empathetic manner.
- Develop a thorough understanding of all services and procedures in the area of Maintenance and other areas of Family Law.
- Explain legal terminology and processes in simple language.
- Manage time effectively and develop good facilitation skills.
- Think and write clearly.
- Think innovatively and work in pressured environment.
- Facilitate communication between people with Maintenance disputes.

DUTIES:

- Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act.
- Obtain Financial information for the purposes of Maintenance enquires.
- Guide Maintenance investigators in the performance of their functions.
- Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act.
- Implement Bench orders.

ENQUIRIES: Ms. MC More ☎ (012) 730 1001

APPLICATIONS: **If applying for more than one post, please list in order of preference.**
Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X6, Johannesburg, 2000.

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE: 28 July 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 RESOURCE