



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE: LIMPOPO

Private Bag X 9526, POLOKWANE, 0700 - 92 Bokstreet, POLOKWANE, 0699.
Tel no 015-2872097/2975524/30/31/32, Fax no 015-2872163

Sub-Office File 2/1/5

1 April 2008

POST

FAMILY COUNSELLOR
REF 13/08/LMP

SALARY

R157 686 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

Family Advocate, Polokwane

REQUIREMENTS

A Bachelor's Degree in Social Work and at least three (3) years experience; Knowledge and application of Mediation in certain Divorce Matter's 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 added advantage; Court experience in expert evidence; A valid code EB driver's license and must be willing to travel; Registered with the South African Council of Social Service Professions (SACSSP) **Skills and Competencies** Interpersonal relations; Mediation; Interviewing; Evaluation; Report writing; Diversity; Conflict handling.

DUTIES

Conduct mediation and enquiries on the best interest of the minor child; Evaluate information and compile forensic reports for court; Conduct community outreach programs to rural and urban areas; Ensure continuous professional development; Attend walk-in enquiries in line with Batho Pele Principals; Assist with administrative processes within the office.

ENQUIRIES

Adv ME Khesa ☎ 015 291 1599

APPLICATIONS

Quoting the relevant reference number, direct your application to: **Postal address:** The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 **OR Physical address:** Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

CLOSING DATE

29 April 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

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

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 these positions.

DEPUTY DIRECTOR: HUMAN RESOURCE
REGIONAL OFFICE: LIMPOPO