



23 May 2008

**VACANCIES
(Head Office File 6/4/2/1)**

REFERENCE: 22/08/LMP

POST: MAINTENANCE OFFICERS (2 POSTS)

CENTRE: MAGISTRATE PHALABORWA, MAGISTRATE MHALA

SALARY: R81 201 – R138 345 per annum (in accordance with OSD MR1 – MR4).
The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An LLB or equivalent qualification
- Proficiency in at least two official languages
- A valid drivers' license.

Skills and Competencies:

- Computer literacy (MS Office);
- Numeric skills;
- Work in pressured environment;
- Must be able to:
 - Argue cases in court and have experience and knowledge of legal proceedings;
 - Conduct legal research that will provide information and case law relevant to the legal matter at hand and present motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome/result;
 - Draft legal documents that provide clear motivation/justification for a particular position pertaining to the case; also decide on the approach to be followed to ensure success in this regard;
 - Preside over an arbitration matter, consider legal arguments, and make an award that is legally justifiable;
 - Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation;
 - Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution suggesting terms of a settlement and advice on a likely settlement;
 - Successfully conduct an interview in order to determine the client's goals and objectives; Advise the client of possible courses of action with reference to the clients' instruction and legal entitlements; Document the interview/advice given.

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

DUTIES:

- Perform functions of Maintenance Officer in terms of the Act;
- Guide maintenance investigators in performance of their duties;
- Gather financial information for the purposes of Maintenance enquiries;
- Conduct proceedings in Maintenance Court;
- Implement Bench Orders;

ENQUIRIES:

Mrs. E Kotze ☎ 015 287 2040

APPLICATIONS:

Separate applications must be made for each centre if applying for more than one post and failure to do this will result in consideration given to the first choice only. 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:

17 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. **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 these positions.