



# 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

14 July 2008

## VACANCY CIRCULAR LETTER

**REFERENCE:** 35/08/LMP

**POST:** MAINTENANCE INVESTIGATOR

**CENTRE:** MAGISTRATE THABAZIMBI

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

### REQUIREMENTS:

- An applicable legal qualification, paralegal qualification or Grade 12 certificate with five years relevant experience;
- Experience in Family Law Matters;
- Knowledge of the Maintenance Act (Act 99 of 1998);
- A valid drivers' license.

#### **Skills and Competencies:**

- Computer literacy (MS Office);
- Numeracy skills;
- Excellent communication (verbal and written).
  
- Ability to work with the public in a professional and empathetic manner;  
and
- Develop a through understanding of all services procedures;
- Involve oneself in areas of Family Law;
- Explain legal terminology and processes in simple languages;
- manage time effectively and develop good facilitation skills;
- think innovatively and work in pressured environment;
- assist the court in the conducting of Maintenance enquiries.

### DUTIES:

- Trace persons liable to pay maintenance and maintenance defaulters;
- Gather and secure information related to maintenance enquiries and defaulters;
- Testify in court under the supervision and control of maintenance officers/maintenance prosecutors;
- Render administrative support to the office;
- Outdoor function requiring physical tracing capabilities.

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

**PLEASE NOTE:** Coloured, White, Indians and applicants with disabilities are encouraged to apply.

**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: 4 August 2008**

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.

**NOTE:** Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). Applications should be accompanied by certified copies of qualifications, identity document and driver's license (where applicable). **The CV to be completed by all applicants is available on the DOJ website [www.doj.gov.za](http://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.

Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of the closing date of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. No e-mailed, late or faxed applications will be accepted.

**DEPUTY DIRECTOR: HUMAN RESOURCE  
REGIONAL OFFICE: LIMPOPO**