



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE, NELSPRUIT
Private Bag X11249, Nelspruit, 1200 • 4th Floor Nedbank Centre, Nelspruit
Tel (013) 752 8393, Fax (013)752 2666

20 February 2008

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

REFERENCE: 08/15/MP

POST: FAMILY LAW ASSISTANT

CENTRE: FAMILY ADVOCATE: NELSPRUIT

SALARY: R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate Law degree/Relevant paralegal qualification;
- Knowledge in the functions of the office of the Family Advocate;
- A valid code EB driver's license;
- The incumbent must be willing to travel extensively within the province/beyond.

Skills and Competencies:

- Computer Literacy(MS Office);
- Excellent Communication (verbal and written);
- Family Mediation skills will be an added advantage.

DUTIES:

- Study and evaluate pleadings including summonses and particular claim;
- Attend to the queries of and provide legal information to members of the public;
- Liaise with parties, legal representatives and courts regarding the filing of reports;
- Deal with correspondence;
- Attend lower and circuit courts;
- Facilitate, prepare and/or amend parenting plans;

- Assist the Family Advocate with legal research in the preparation of trials;
- Mediate/evaluate disputes regarding the custody, access and guardianship.

ENQUIRIES: Adv Dengler ☎ (013) 752 2755

APPLICATIONS: Quoting the relevant reference number, direct your application to: **The Regional Head, Private Bag X11249, Nelspruit, 1200.**

CLOSING DATE: 20 March 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) and the staffing policy of the Department of Justice will be taken into consideration.

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 RESOURCES