



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X11249, Nelspruit, 1200; Tel (013) 753 9308, Fax (013) 752 2666

Sub-Office File 2/1/5

02 April 2008

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

REFERENCE: 08/32/MP

POST: MAINTENANCE INVESTIGATOR

CENTRE: MAGISTRATE: EERSTEHOEK

SALARY: R106 335 – R123 456 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 990 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;
- Develop a thorough understanding of all services procedures;
- Involved in the area of Maintenance and other 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.

ENQUIRIES: Mr SE Mashele 📞 (013) 753 9308

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X11249, Nelspruit, 1200
or hand delivered to 24 Brown Street, Nebank Centre, 4th floor, Nelspruit for attention: Ms M. Lebeloane

CLOSING DATE: 18 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 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 RESOURCES MANAGEMENT.