



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 11249, 24 BROWN STREET, NEDBANK CENTRE, NELSPRUIT, 1200
Tel (013) 753 9323, Fax (013) 752 2666

Sub-Office File 2/1/5

15 July 2008

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

REFERENCE: 08/58/ MP

POST: SENIOR ADMINISTRATION CLERK GRI (Children's Court)

CENTRE: MAGISTRATE: NELSPRUIT

SALARY: R64 410 – 74 772 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 Certificate or equivalent qualification;
- A Para-legal Diploma NQF 5 will be an added advantage;
- Experience in Children Court matters;
- Knowledge of the functions of the Family Courts.

Skills and Competencies:

- Basic numeracy and computer literacy
- Good Communication skills (verbal and written);
- Ability to apply the correct processing steps to matters and to develop basic knowledge of services provided in the courts;
- Ability to communicate clearly with other procedural role-players and to explain basic legal concepts and procedures in plain language;
- Ability to work with in public in a professional manner.

DUTIES:

- Administrative functions regarding Protection and Alternative Care Orders, contribution orders and adoptions;
- Open files, issue subpoenas and general administrative duties;
- Gather information, follow up on files and outstanding cases;
- Preliminary screen family law and children courts disputes;
- Action the functions regarding interdicts, Monitoring orders, Cost orders, the review of existing children's orders, Parental rights and responsibility conflicts and the registration of parental plans by Children Courts, Lay Forum-hearings and Pre-hearing Conferences;
- Arrange legal representation for children by the Legal Aid Board;
- Liaise with the Family Advocate's office, Masters Office, the Judiciary and the Provincial Social Welfare Development.

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

ENQUIRIES: MR TR MNISI ☎ 013 753 9323

NOTE: Black males are encouraged to apply

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

OR

Physical address : Application Box, Fourth Floor
Reception , 24 Brown Street, Nedbank Centre,
Nelspruit.

CLOSING DATE: 05 August 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 and identity document. **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.

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.

DIRECTOR: HUMAN RESOURCES