



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X11249, NELSPRUIT, 1200 Nedbank Centre, 24 Brown Street, NELSPRUIT
Tel (013) 7539300, Fax (013) 752 2666 or (013) 752 8464

Sub-Office File 2/1/5

27 August 2008

VACANCIES

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

REFERENCE: 08/76/MP

POST: LEGAL INTERNS (2) POSTS

CENTRE: MAGISTRATE OFFICE: WITBANK

SALARY: R3 000.00 per month for the period of 6 months.

The successful candidate will be required to sign a performance agreement.

REQUIREMENTS

- An LLB degree or equivalent qualification.
- The following will serve as a recommendations:-
- A valid Code EB (previously Code 08) driver's license
- Recent graduates are encouraged to apply;

Skills and Competencies

- Computer literacy (MS Office);
- Good interpersonal skills;
- Good negotiation and mediation;
- Problem solving;
- Ability to adhere to confidentiality requirements;
- Excellent communication (written and verbal); and
- Ability to work under pressure.

DUTIES

- Conduct an audit of all maintenance files in the system to determine backlogs,
- Identify a need for additional courts, staff and equipment;
- Set down matters for hearing;
- Draft a Sub-project Plan and have resources allocated;
- Embark on a process of fast tracking all Maintenance enquiries, long outstanding Sec 31 matters, Emoluments Orders, Civil Executions and tracing complainants in dormant files;
- Assist with the compilation of a comprehensive report to the Chief Director: Promotion of the Rights of Vulnerable Groups and the Director-General on results of Operation Isondlo as well as feedback from stakeholders and Chapter 9 Institutions.

ENQUIRIES: Ms THS Shabangu, Tel. 013-753 9300/20

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Regional Office, Private Bag X 11249, NELSPRUIT, 1200. 4th Floor
Nedbank Centre 24 Brown Street, Nelspruit.

CLOSING DATE: 19 September 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.

DIRECTOR: HUMAN RESOURCES