



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

VACANCIES

POST	DEPUTY DIRECTOR: LEGAL ADMINISTRATION
REF	NC/08/08
CENTRE	REGIONAL OFFICE, KIMBERLEY

SALARY: R311 358 – R360 909 per annum (all inclusive).
The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate Legal degree (B.Luris, B.Proc, LLB);
- Minimum two years post graduate practical experience in legal administration;
- Sound knowledge of the South African legal system, legal practice and related spheres with specific reference to civil litigation;
- Working knowledge of criminal procedure and practice, court rules (Constitutional, Supreme Court of Appeal, High, Labour, Equality and Magistrate Courts);
- A valid code EB driver's license;
- Shortlisted candidates may be required to complete a questionnaire in order to ascertain their compliance with the above post requirements.

Skills and competencies:

- Computer literacy;
- Excellent Communication (verbal and written);
- Good interpersonal and intercultural relations;
- Problem solving and analytical;
- Accuracy and attention to detail.

DUTIES:

- Drafting legal documents and give legal advice to the Department and other organs of the State regarding problems of interpretation, execution of powers and legal matters.
Give support services to the courts regarding quasi-judicial functions
- Respond to petitions, representations and complaints from civil society and other government departments.
- Liaise with other departments, DPP, and communities on

programmes around crime prevention.

- Prepare memoranda for the appointment of Commissioners of Oath and Appraisers.
 - Recover loss of damage to State property.
 - Determination of Legal Liability.
 - Oversee the smooth functioning of specialised courts in the Province.
 - Training the community on the Victim Charter.
 - Conduct community awareness campaigns on legislations administered by the Department.
- Give support services to the courts regarding quasi-judicial functions.

ENQUIRIES: Ms C Cader @ (053) 839 0000 (31)

APPLICATIONS: Quoting the relevant reference number, direct your application to: **Postal address:** The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300.

OR

Physical address: Application Box, Seventh Floor, or room 7.50, New Public Building, c/o Knight and stead Street Kimberley

CLOSING DATE: 11 February 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.