



DEPARTMENT: JUSTICE AND CONSTITUTIONAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Applications are invited for the following vacancies at the Department of Justice & Constitutional Development.

RE – ADVERTISEMENT LEGAL INTERNS (CONTRACT POSTS)
KIMBERLEY (3 POSTS) REF NO: NC/93/08, SPRINGBOK (1 POST) REF NO: NC/94/08,
UPINGTON (1 POST) REF NO: NC/95/08

The Department of Justice and Constitutional Development requires the services of Legal Interns for a period of 12 Months at the above centres to be involved in Operation Isondlo.

Stipend : R 3000 per month

Requirements :
▪ An LLB degree or relevant equivalent legal qualification; ▪ A valid drivers' licence will be an added advantage; ▪ Recent graduates are encouraged to apply.

Skills and Competencies:

▪ Computer Literacy (MS Office); ▪ Effective communication (verbal and written);
▪ Ability to maintain interpersonal relations.

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 on the Rights of Vulnerable groups and the Director-General on results of Operation Isondlo as well as feedback from stakeholders and Chapter 9 Institutions.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objective of section 195(1)(i) of the Constitution of South Africa 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 will be required to undergo security clearance.

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za and should be accompanied by certified copies of qualifications, identity document and driver's licence as well as a detailed CV. A SAQA evaluation report must accompany foreign qualifications.

APPLICANTS MUST INDICATE THE REFERENCE NUMBER AND CENTRE OF THE POST FOR WHICH THEY ARE APPLYING. SEPARATE APPLICATIONS MUST BE SUBMITTED WHEN APPLYING FOR MORE THAN 1 POST. APPLICATIONS THAT DO NOT COMPLY WITH THE ABOVEMENTIONED REQUIREMENTS WILL AUTOMATICALLY BE DISQUALIFIED.

Correspondence will be limited to short-listed candidates only. If you don't receive any correspondence from this office within 3 months of this advertisement, please accept that your application has been unsuccessful. The Department reserves the right not to fill these positions.

Quoting the relevant reference number, direct your applications to: The Regional Head, Private Bag X6106, and Kimberley 8301. Applications can also be hand delivered to the New Public Building (Magistrates Court), 7th Floor, Kimberley. Enquiries may be directed to Mr J Tope at (053) 8390000.