



# the doj & cd

Department:  
Justice and Constitutional Development  
**REPUBLIC OF SOUTH AFRICA**

Private Bag X 81, PRETORIA, 0001 • Momentum Centre, 329 Pretorius Street, PRETORIA  
Tel (012) 315 1111, Fax (012) 315 1113

**Sub-Office File 2/1/5**

**01 February 2008**

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

**REFERENCE: 08/22/FA**

**POST: FAMILY ADVOCATE (3 Posts)**

**CENTRE: WESTERN CAPE: CAPE TOWN (1), GEORGE (1),  
WORCESTER (1)**

**SALARY:** R 311 358 - R 360 909 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- LLB degree or equivalent qualification plus admittance as Advocate or Attorney with right of appearance in the High Court of South Africa;
- Three years experience in Family Law;
- Three years management experience;
- Litigation experience will be an advantage;
- A valid code EB driver's license.

**Skills and competencies:**

- Computer literacy (Ms Word)
- Good communication and problem solving;
- Interpersonal relations;
- Leadership and organizational skills.

**DUTIES:**

- Supervise operations in the office;
- Report to the Principal Family Advocate;
- Execute mandate, perform all functions and duties of the Family Advocate in accordance with relevant legislation;
- Endorse settlement agreements/ commencing thereon;
- Institute enquiries to ascertain the best interest of minor children involved, by means of ADR procedure and evaluation;
- Liaise with Judges, Attorneys, Psychologists, Social Workers and other relevant professionals;
- Furnish the Court with recommendations on any matter concerning the welfare of the minor child involved in a pending matter;
- Promote access to Family Advocate services and create public awareness;
- Attend to all relevant circuit courts within the province.

**ENQUIRIES:** Adv S Ebrahim ☎ (021) 426-1216

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

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
**Postal Address:** The Regional Head, Private Bag X 9171, Cape Town, 8000.

**CLOSING DATE:** 25 February 2008

**NOTE:** Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. **The CV to be typed and completed by all applicants is available on the DOJ website [www.doj.gov.za](http://www.doj.gov.za) or at any DOJ&CD sub-office and this typed CV 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. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. 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.

**CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE**