



# 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**

**18 July 2008**

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

**REFERENCE: 08/270/SA**

**POST: ASSISTANT STATE ATTORNEY: LITIGATION**  
**(3 POSTS)**

**CENTRE: STATE ATTORNEY, MAFIKENG (2),**  
**PORT ELIZABETH (1)**

**PACKAGE:** R344 052 – R398 805 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- LLB Degree or four year recognized legal qualification;
- Admission as an Attorney with Right of Appearance in High Court of South Africa;
- At least three years appropriate Litigation experience;
- A valid driver's license.

**Skills and Competencies:**

- Computer literacy (MS Office);
- Strategic and conceptual orientation;
- Strong communication (written and verbal) skills;
- Project management;
- Creative and analytical;
- Problem solving and conflict management;
- Accuracy and attention to detail;
- Ability to motivate and direct people.

**DUTIES:**

- Represent the State in litigation in the High Court, Magistrate's Court, Labour Court, Supreme Court of Appeals, Constitutional Court, CCMA and other tribunals;
- Furnish legal advice and opinions;
- Give effect to the strategic Plan;
- Avoid prescription and default judgments;
- Provide supervision and training to other professionals staff;
- Maintain record of work performed.

**ENQUIRIES:** Mr S Radebe ☎ (012) 357 8420

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

**NOTE:** **Indian, African, White males and females encouraged to apply.**

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
**Postal address:** The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.  
**OR**  
**Physical address:** Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE:** **11 August 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, driver's license and proof of experience/certificates of service. 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. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process.

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**