



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

25 July 2008

REFERENCE: 08/276/MAS

POST: MASTER (HEAD OF OFFICE)

CENTRE: MASTER OF THE HIGH COURT, PIETERMARITZBURG

PACKAGE: R540 429 – R581 880 (All inclusive) per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- LLB Degree or four year recognized legal qualification plus seven years relevant post qualification experience ;
- Five years managerial experience;
- Knowledge and experience in the Masters environment;
- Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation;
- Experience in the functional fields of and services provided by Masters of the High Court.

The following will serve as a recommendation

- An appropriate post degree qualification;
- Admission as an Attorney or Advocate of the High Court;
- A valid drivers License (Code EB).

Skills and Competencies:

- Strong leadership qualities;
- Strategic and conceptual orientation
- Strong communication (written and verbal skills) ;
- People development and empowerment;
- Time management and problem solving;
- Ability to work in a highly pressurized environment;
- Computer literacy;
- The ability to motivate and direct people.

DUTIES:

- Oversee the regulation of all estates and trusts by complying with legislation and regulations with empathy and due consideration;
- Monitor review, revise and improve where necessary functions relating to the Guardians Funds;
- Monitor, review, revise and improve where necessary all legal and administrative operations at the Office of the Master of the High Court on an ongoing basis to ensure uniformity and optimal service levels;
- Ensure that all functions within the office contribute towards the Strategic direction of the Masters Branch and ultimately the Department of Justice and Constitutional Development;
- Ensure effective and efficient financial and human resource management within the Office of the Master;

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

- Manage the effective and efficient delivery of service at the Office of the Master of the High Court (The Office). The post incumbent would report to the Chief Master;
- Provide strategic direction to ensure that the office is able to meet current and future changing requirements;
- Direct and take full responsibility for all operations of the Office within the establishment policy framework including financial matters e.g. budgeting ;
- Provide leadership, direction and training to the management team at the Office;
- Represent the Office in its relationships with internal and external stakeholders.
- Ensure that strategies are developed for the effective management of the legal professional and management teams to ensure that all service level agreements are adhered to;
- Ensure that Masters Services are provided professionally and are of good quality and are provided within acceptable turn around times;
- Represent the office at various management forums;

ENQUIRIES: Mr G Masingi ☎ 012 315 1893

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: **18 August 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. A SAQA evaluation report must accompany foreign qualifications. **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. This must be typed and 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 South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

Preference will be given to the disabled, Indian/colored/white male or female. 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. 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.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE