



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

25 August 2008

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

REFERENCE: 08/277/MAS

POST: ASSISTANT MASTER: SERVICE POINT

CENTRE: MASTER OF THE HIGH COURT: PIETERMARITZBURG

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

REQUIREMENTS:

- An LLB Degree or four year recognized legal qualification plus three years relevant 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 and services provided by the Master's of the High Court.

The following will serve as a recommendation:

- An appropriate post degree qualification;
- Management and supervisory experience;
- Admission as an Attorney or Advocate of the High Court;
- A valid code EB (Previously code 8) driver's license;
- Shortlisted candidates will be subjected to a security vetting process.

Skills and Competencies:

- Research and report writing
- Management and Supervisory skills
- Planning and organizing
- Strong leadership qualities;
- Strategic and conceptual orientation;
- Strong communication skills with the ability to motivate and direct people;
- Attention to detail;
- People development and empowerment
- Problem solving;
- Time management;

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- Ability to work in a highly pressurized environment.

DUTIES:

- Manage the effective and efficient delivery of Masters Services at the Service Points where based and surrounding service points. The post incumbent would report to the applicable Master.
- Direct and take full responsibility for all operations of the Masters services at the Service Point within the established policy framework including financial matters e.g. budgeting.
- Provide leadership, direction and training in respect of Masters Services.
- Represent the Service Points in respect of Masters Services in its relationships with internal and external stakeholders

ENQUIRIES:

Mr G Masingi ☎ 012 – 315 1893

Quoting the relevant reference number, direct your application to:

Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, 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.