



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 July 2008

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

REFERENCE: 08/281/SA

**POST: SENIOR ASSISTANT STATE ATTORNEY:
CONVEYANCING**

CENTRE: STATE ATTORNEY, JOHANNESBURG

SALARY: R 407 745 – R 472 758 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- An LLB or four year legal qualification;
- Admission as an Attorney with Right of appearance in High Court of South Africa;
- A minimum of three years conveyancing and/or Litigation experience;
- Valid driver's license.

Skills and Competencies:

- Computer literacy;
- Strategic and conceptual orientation;
- Strong communication skills with the ability to motivate and direct people;
- Project management;
- Creative and analytical;
- Problem solving and conflict management;
- Accuracy and attention to detail.

DUTIES:

- Drawing of Deeds (Conveyancing posts);
- 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 professional staff;
- Maintain record of work performance.

ENQUIRIES: Mr S Radebe ☎ (012) 357 8240

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

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