



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: 08/290/MAS

POST: ESTATE CONTROLLER (11 POSTS)

CENTRE: MASTER OF THE HIGH COURT: PORT ELIZABETH (5 POSTS); CAPE TOWN (3 POSTS); GRAHAMSTOWN (3 POSTS)

SALARY: R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An LLB or four year recognized legal qualification;
- Two years' relevant working experience;

The following will serve as a recommendation:

- A valid code EB drivers' license.

Skills and competencies:

- Computer literacy (MS Office);
- Good communication skills (verbal and written);
- Problem solving;
- Customer focus;
- Attention to detail.

DUTIES:

- Administration of deceased- and insolvent estates, Curatorships, Trusts and all aspects related to the administration thereof;
- Ensure that the service level agreements determined internally and externally are met and that consistent and professional standards of service are provided to all clients;
- Ensure that all opportunities and problems that may impact on service level agreements or effectiveness of operations are brought to the attention of the Assistant Master;
- Assist with training and development of new staff in order for the department to effectively administer estates and resolve any problems;
- Deal with members of the public and all other parties in a professional manner and ensure that their requests are dealt with expeditiously and effectively;
- Prepare court reports in a professional manner when required to;
- Prepare all monthly management reports in the prescribed formats together with any required interpretations and recommendations.

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

ENQUIRIES: Mr G Masingi ☎ 012 – 315 1893

APPLICATIONS: **Separate applications must be made for each centre if applying for more than one.**

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: **25 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