



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X2033, MMABATHO, 2735 – Tirelo Building, Dr. Albert Luthuli Drive, MMABATHO.
Tel: (018) 389 8302, Fax: (018) 384 2406

Sub-Office File 2/1/5

25 January 2008

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

REFERENCE: 08/VA14/NW

POST: MAINTENANCE OFFICER

CENTRE: MADIKWE MAGISTRATE COURT

SALARY: R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.

Requirements:

- An appropriate legal qualification (B Uri, B Proc or LLB);
- Proficiency in at least two official languages;
- A valid drivers licence;

Skills and competencies:

- Computer literacy (MS Office)
- Excellent communication skills (written and verbal);
- Numeric skills;
- Ability to work with the public members in a professional and empathetic manner;
- Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law;
- Explain the legal terminology and processes in simple language;
- Manage time;
- Facilitate communication between persons with maintenance disputes.

Duties:

- Perform functions of Maintenance Officer in terms of the Maintenance Act;
- Guide Maintenance Investigators in performance of their duties;
- Gather financial information for the purposes of maintenance queries;
- Conduct proceedings in maintenance court;
- Implement Bench orders.

ENQUIRIES: Mr. Lazarus Moetanalo at ☎ (018) 389 8362.

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X2033, Mmabatho, 2735.

CLOSING DATE: 18 February 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. **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 and 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. Successful candidates may be required to undergo security clearance.

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.

DIRECTOR: HUMAN RESOURCES

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