



# 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**

**24 April 2008**

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

**REFERENCE: 08/VA45/NW**

**POST: FAMILY COUNSELLOR (3 posts)**

**CENTRE: FAMILY ADVOCATE - MAFIKENG**

**SALARY:** R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.

**Requirements:**

- A Bachelor's degree in Social Work.
- Three years' experience in social work;
- Registered with the South African Council for Social Service Professions (SACSSP)
- Knowledge and application of the Mediation in Certain Divorce Matters Act and related legislation;
- Knowledge of family law including the Maintenance Act and Domestic Violence Acts;
- Knowledge of the Public Service Act and Regulations;
- Ability to communicate in one of the African languages will be advantageous;
- Court experience in expert evidence;
- A valid code EB drivers' licence and willingness to travel;

**Skills and competencies:**

- Good communication skills ( verbal and written);
- Computer literacy (MS Office)
- Ability to work under pressure;
- Administrative and organizational skills;
- Sound interpersonal relations;
- Mediation, interviewing, evaluation, and report writing skills ;
- Innovative thinking;
- Diversity and conflict handling.

**Duties:**

- Perform the following variety of duties related to the Office of the Family Advocate :
  - ❖ Conduct mediation and/or enquiries as part of a multi-disciplinary team

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

in custody, access, guardianship, child abduction and related family law disputes ;

- ❖ Evaluate information and compile forensic court reports and make recommendations as to the best interest of children in family law disputes;
- ❖ Act as expert witness for the Family Advocate in Court;
- ❖ Network and conduct awareness campaigns regarding the functions and role of the office of the Family Advocate;
- ❖ Travel to townships and rural areas to conduct enquiries and interview parties and references in family law disputes;
- ❖ Act as an intermediary in sexual offences cases.

**ENQUIRIES:** Adv. B Makganyoha at ☎ (018) 381 3895.

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
The Regional Head, Private Bag X2033, Mmabatho, 2735 for the attention of Mr. Lazarus Moetanalo

**CLOSING DATE:** **19 May 2008**

**NOTE:** Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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 typed and completed by all applicants is available on the DOJ website [www.doj.gov.za](http://www.doj.gov.za) or at any DOJ&CD sub-office and this typed CV 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. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. 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 these positions.

**DIRECTOR: HUMAN RESOURCES**

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