



# 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**

**05 June 2008**

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

**REFERENCE: 08/VA56/NW**

**POST: ASSISTANT DIRECTOR (COURT MANAGER)**

**CENTRE: MORETELE MAGISTRATE COURT – NORTH WEST.**

**SALARY:** R196 815 – R228 492 per annum. The successful candidate will be required to sign a performance agreement.

**Requirements:**

- A three year bachelor degree/ diploma in Administration or equivalent tertiary qualification;
- At least three years' managerial or supervisory experience;
- A valid drivers' licence;

**The following will serve as a strong recommendation**

- Knowledge and experience in office and district administration;
- Knowledge of the financial management and PFMA

**Skills and competencies:**

- Strong leadership and management capabilities;
- Strategic capabilities;
- Good communication skills ( verbal and written);

**Duties:**

- Coordinate and manage the financial and human resources of the office;
- Manage the strategic and business planning processes;
- Manage the facility, physical resources, information and communication related to courts;
- Implement the departmental policies at the courts;
- Compile and analyse court statistics to show performance and trends;
- Provide case tracking services to the judiciary and prosecuting authority;
- Compile annual performance and statutory reports to the relevant users;
- Develop and implement customer service improvements strategies;
- Lead and manage the transformation of the office;
- Manage the projects intended to improve court management;
- Manage the communication and relations with the internal and external stakeholders.

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

**ENQUIRIES:** Ms. W Jacobs or Benjamin Moseje at ☎ (018) 389 8348.

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

**CLOSING DATE:** **07 July 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. **The CV to be 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 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 MANAGEMENT**

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