



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

30 June 2008

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

REFERENCE: 08/VA59/NW

POST: MAINTENANCE INVESTIGATOR

CENTRE: LICHTENBURG

SALARY: R117 501 - R136 419 per annum. The successful candidate will be required to sign a performance agreement.

Requirements:

- An applicable four-year legal qualification (LLB Degree) with at least two years relevant experience;
- A valid code EB drivers' licence;
- Experience in Family Law matters;
- Knowledge of the Maintenance Act (Act 99 of 1998);

Skills and competencies:

- Good communication skills (verbal and written);
- Computer literacy (MS Word and Excel)
- Numeric skills;
- Ability to work under pressure;
- Administrative and organizational skills;
- Sound interpersonal relations;
- Good filing skills and a thorough understanding of all services procedures;
- Innovative thinking;
- Accuracy and attention to detail.

Duties:

- Perform the following variety of duties related to the Maintenance Act and Family Law :
 - ❖ Work with the public in a professional and empathetic manner;
 - ❖ Testify in court under the supervision of maintenance prosecutors;
 - ❖ Render administrative support to the office;
 - ❖ Explain the legal terminology and processes in simple languages;
 - ❖ Manage time effectively and demonstrate good facilitation skills
 - ❖ Trace persons liable to pay maintenance and maintenance defaulters;
 - ❖ Gather and secure information related to maintenance enquiries and

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

defaulters;

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

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

CLOSING DATE: 28 July 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 typed and completed by all applicants is available on the DOJ website 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