

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 21 October 2024

NOTE : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD 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. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. 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. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

ERRATUM: Kindly note that the requirement for the of Deputy Director: Magistrate Commission with Ref No: 24/60/CS, post 35/24 Advertised in the Public Service Vacancy Circular 35 on 27 September 2024 with a closing date 14 October 2024 is amended to A minimum of 3 years' experience at managerial (Assistant Director) level not 2 years. We apologize for the inconvenienced caused.

OTHER POST

POST 36/17 : **COURT INTERPRETER REF NO: 24/13/KZN**

SALARY : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Pinetown Magistrate Office

REQUIREMENTS : Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: IsiZulu and IsiXhosa (indigenous languages) are compulsory; Three months Practical experience and drivers license will be an added advantage. Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.

ENQUIRIES : Ms V.T. Mlandiso Tel No: (031) 372 3000.

APPLICATIONS : Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or email to DOJ24-13-KZN@justice.gov.za