

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Please direct your applications to: The Provincial Head, Private Bag X11249, Nelspruit, 1200
Physical address: Mpumalanga High Court: Nelspruit Masters Office 52 Acacia Crescent, West
Acres, Nelspruit, 1200 or email to DOJ24-10-MP@justice.gov.za
- CLOSING DATE** : 04 November 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.

OTHER POST

- POST 38/10** : **FAMILY ADVOCATE LP7-LP8 REF NO: 2024/10/MP**
- SALARY** : R884 268 – R1 459 071 per annum, (Salary will be in accordance with OSD determination). The successful candidates will be required to sign a performance agreement.
- CENTRE** : Family Advocate: KwaMhlanga Magistrate Office
- REQUIREMENTS** : An LLB Degree or recognized 4-year legal qualification. Admitted as an Advocate. The right of appearance in the High Court of South Africa. At least 5 years appropriate post qualification, litigation experience. A valid driver's license. Skills and Competencies: Good communication skills (verbal and written); Litigation and Advocacy skills; Legal research and drafting; Dispute resolution; Case flow management.
- DUTIES** : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute and conduct enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Deal with Hague matters and all relevant circuit courts within the province.
- ENQUIRIES** : Ms NC Maseko at 083 284 9056