

- terminology; Assist with the reconstruction of the court records; Attend to personnel administrative aspects.
- ENQUIRIES** : Ms LN Esterhuizen ☎ (053) 8021300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 18/193** : **LEGAL ADMINISTRATION OFFICER (MR1 – MR5) REF NO: 2022/33/MP**
- SALARY** : R201 387 – R926 193 per annum. (Salary will be in accordance with OSD determination).The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Mpumalanga
- REQUIREMENTS** : An LLB or four year recognized legal qualification; Sound knowledge of the South African Legal System; A valid driver's license. Skills and Competencies: Computer literacy; Excellent Communication (Verbal and Written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to details; Report writing and research skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Recover and/or dispose of losses/damage to state money and property; Draft Legal documents and give legal advice on variety of issues; Deal with civil proceedings instituted by and against the Department; Respond to petitions, representations and complaints from civil society and other government Departments; Perform Legal research; Provide effective people management.
- ENQUIRIES** : Ms. KN Zwane ☎ (013) 753 9300 Ext 249
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249 Nelspruit, 1200.
- NOTE** : People with Disabilities are encouraged to apply
- POST 18/194** : **REGISTRAR (MR 1 – MR 4) REF NO: 60/22/LMP**
- SALARY** : R201 387 – R357 072 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Polokwane Regional Court
- REQUIREMENTS** : LLB or four year recognized legal qualification; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numeracy skills; Office management, planning and organization skills; Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.
- DUTIES** : Key Performance Areas: Co-ordinate Case Flow Management Support Services to the Judiciary and prosecution at regional level; Coordinate all processes that initiate court proceedings; Compile and submit monthly reports on the Civil statistics and Performance for the office of the Regional Court President and DOJ & CD; Coordinate and liaise with the Office of the Regional Court President and Regional Magistrates on civil and related matters and Court Sittings; Consideration of judgments by default and taxation of attorneys unopposed and opposed bills of cost; Issue , keep, check and analyse court statistics; Issue court orders, advise Magistrates on cases that are distributed and allocated to the courts; Manage Appeals, Reviews and Applications for request for Access to information, Court Records and all relevant registers; Authenticate signatures of legal practitioners, notaries, sworn translators and conveyancers; Provide effective people management to Assistant Registrars at civil seats and in Regional Division.
- ENQUIRIES** : Ms. Mongalo M.P ☎ (015) 287 2037 OR Mr. Maakamedi TP. ☎ (015) 287 2025
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.