

- POST 20/70** : **ADMINISTRATIVE OFFICER: TRUTH AND RECONCILIATION: REF NO: 22/120/CD**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Office Management /Public Administration/ Public Management/Business Management; Minimum of 2 years in Office Administration; Knowledge of Supply Chain Management, DFI, BAS and JYP; Understanding of Public Service Regulations and Public Finance; Skills and Competencies: Computer literacy (MS office); Excellent communication (verbal and written); Good interpersonal relation; Office management; Accuracy and attention to detail; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render general administration support services; Provide financial and supply chain administration support services; Manage assets and control flow of documents; Render secretarial / logistical administrative support.
- ENQUIRIES APPLICATIONS** : Mr Mokoena Tel No: (012) 3578650
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 20/71** : **SENIOR COURT INTERPRETER REF NO: 10/22/NC/KIM**
(This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Kimberley
: Grade 12 and National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with minimum of three (3) years' practical experience as a Court Interpreter OR Grade 12 with ten (10) years practical experience as a Court Interpreter; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended; A valid driver's license. Language Requirements: Isixhosa, Setswana, English, Afrikaans are compulsory. Sesotho or Isizulu or proficiency in any official language will be an added advantage. Skills and Competencies: Excellent communication, Listening, Inter- personal relations; Problem solving; Planning and organizing and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure
- DUTIES** : Key Performance Areas: Interpret in court of Law (Civil and Criminal matters), small claims courts, pre- trial proceedings and consultations; Manage and supervise court interpreters; Consecutive interpreting from source to target language during court proceedings and , pre-trial , consultation, quasi and judicial; Interpret non-verbal gesture, dramatization and confessions; Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms M Phiri Tel No: (053) 8021300
: 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 20/72** : **REGISTRAR: MR3 REF NO: 22/63/KZN**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
- SALARY** : R260 928 – R298 350 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

- CENTRE** : Magistrate's Office, Newcastle: (The successful candidate will also serve Madadeni, Ladysmith and Dundee Magistrate Courts)
- REQUIREMENTS** : LLB degree or recognized 4-year legal qualification; At least 2 years' appropriate post qualification legal experience. A valid driver's license. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
- DUTIES** : Key Performance Areas Coordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default.; Issue, monitor and analyse court statistics; Manage the civil sections in co-operation with the judiciary and Court Manager; Manage and submit monthly returns to the Court Manager. Provide practical training and assistance to the clerks of court and Assistant Registrars in the lower courts. Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 20/73** : **REGISTRAR MR3: REF NO: 22/64/KZN**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
- SALARY** : R260 928 – R298 350 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office, Pongola: (The successful candidate will also serve Vryheid, Nongoma and Ingwavuma Magistrate Courts)
- REQUIREMENTS** : LLB degree or recognized 4-year legal qualification; At least 2 years' appropriate post qualification legal experience. A valid driver's license. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
- DUTIES** : Key Performance Areas Coordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default. Issue, monitor and analyse court statistics; Manage the civil sections in co-operation with the judiciary and Court Manager; Manage and submit monthly returns to the Court Manager. Provide practical training and assistance to the clerks of court and Assistant Registrars in the lower courts. Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 20/74** : **MAINTENANCE OFFICER (MR1-MR3) REF NO: 22/65/KZN**
- SALARY** : R201 387 – R298 350 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Verulam
- REQUIREMENTS** : LLB degree or recognized 4 year legal qualification; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation. A valid driver's license. Skills and Competencies: Languages skills (oral & written); Motivational skills; Loyalty, honesty, Ability to work under