

CHIEF MASTER: MASTER OF THE HIGH COURT AND FAMILY LAW SERVICES
REF NO: 24/32/MAS (THIS IS A RE-ADVERTISEMENT, APPLICANTS WHO PREVIOUSLY
APPLIED ARE ENCOURAGED TO RE-APPLY)
CENTRE: NATIONAL OFFICE: PRETORIA

SALARY: R1 741 770 – R1 962 090 per annum. (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: A post graduate (LLB) legal qualification at NQF level 8 as recognized by SAQA; A minimum of 8 years' experience at senior management level in litigation; Admission as an Advocate/ Attorney with the right of appearance at High Court; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the (NSG) National School of Government); Knowledge and understanding of Foundations of South African Law, South African Private Law, Constitutional Law, Criminal Law, Intellectual Property, Evidence and African Customary Law; Knowledge of all Masters services with its Legislations/Act, Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act; Knowledge of all local and International Legislation that regulates protection of children, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the Public Finance Management Act, Treasury Regulations and State Liability Act; Knowledge and experience in Office Administration.

SKILLS AND COMPETENCIES: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; Diversity management; Client orientation and customer focus; Communication skills; Computer literacy; Honesty and integrity.

DUTIES: Key Performance Areas: Oversee and monitor Master's operations; Oversee and manage strategic support, research, policy and fraud risk management for the office; Oversee the administration and manage the provision of multi-disciplinary Family Advocate and Child Abduction services (Litigation and Non-Litigation); Oversee stakeholder relations for Master's and Family Law Services; Manage human, financial and other resources.

ENQUIRIES: Ms L V Mokhutsane ☎ (012) 315 4839

APPLICATIONS: 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

PROVINCIAL HEAD (3 POSTS)
CENTRE: NORTH WEST PROVINCIAL OFFICE, REF NO: 25/VA07/NW (1 POST)
CENTRE: NORTHERN CAPE PROVINCIAL OFFICE, REF NO: 02/25/NC/PROV.OFF (1 POST)
CENTRE: LIMPOPO PROVINCIAL OFFICE: POLOKWANE, REF NO: 02/25/LMP (1 POST)
(THIS IS A RE-ADVERTISEMENT, APPLICANTS WHO PREVIOUSLY APPLIED ARE ENCOURAGED TO RE-APPLY)

SALARY: R1 436 022 – R1 716 933 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: LLB Degree/An NQF level 7 qualification as recognized by SAQA in Social

Science/ Public Administration/ Management; 5 years experience at senior management level in Court Management/Administration environment; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the (NSG) National School of Government). Knowledge of the Law, Case Law, Criminal, Civil and Family cases and interpretation of relevant statutes, the Public Service and its governance; Knowledge of service delivery Improvement Models, Facility and Security Management; Knowledge of Basic Conditions of Employment Act, Occupational Health and Safety Act, Labour Relations Act, Promotion of Access to Information Act, Employment Equity Act; Archival Act and understanding of the Constitution; Knowledge and understanding of the Public Service statutory frameworks; Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions, etc.

SKILLS AND COMPETENCIES: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity; Ability to interpret statistics and written reports, Computer literacy.

DUTIES: Key Performance Areas: Manage justice operations and related services in the province; Manage the provision of legal administration and advisory services; Manage and monitor human resource management and development services in the province; Manage and administer the provision of financial management services in the province; Manage and facilitate stakeholders relationship; Provide effective people management.

ENQUIRIES: North West: Mr T Chabeli ☎ (018) 397 7031

ENQUIRIES Northern Cape: Mr L Swartz ☎ (053) 8021317

ENQUIRIES: Limpopo: Mr M D Chauke ☎ (015) 287 2080 or Ms M R Phalane ☎ (015) 287 2023

APPLICATIONS: NORTH WEST: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745.

APPLICATIONS: NORTHERN CAPE: Quoting the relevant reference number, direct your application to: Postal address: The Provincial 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.

APPLICATIONS: LIMPOPO: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699.

CLOSING DATE: 02 JUNE 2025

NOTE: Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively 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 these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.