

<u>POST 26/96</u>	:	<u>FAMILY LAW ASSISTANT REF NO: 2025/56/GP</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Family Advocate: Johannesburg A three (3) years qualification in a Legal field and/or equivalent legal qualification; knowledge in the functions of the Office of the Family Advocate, knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's act, Maintenance Act and Domestic Violence Act, (inclusive of Hague Convention on International Child Abduction). Skills and Competences: Communication skills (written and verbal); Computer literacy (MS Office); Mediation skills; Attention to detail; Conduct legal research; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Conduct screening interviews and parental responsibilities and rights information sessions, Assist members of the public with the completion of forms and queries, Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding Parental Responsibilities and Rights.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P Raadt Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 OR Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR https://forms.office.com/r/X2XaVPasWu
<u>POST 26/97</u>	:	<u>AUDIO-VISUAL COORDINATOR: IT SYSTEMS SUPPORT REF NO: 25/80/IDS</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Brigette Mabandla, Justice College An NQF level 6 qualification as recognized by SAQA in Information Technology/Communication/Media Productions/Audio Engineering/ Electronics; 2 years' experience in audio-visual/life streaming platforms and technologies environment; Understanding of lighting, sound, projection systems, network and IT infrastructure related to AV systems; Knowledge and understanding of Public Service Statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations and Treasury Regulations. Skills and Competencies: Concern for others; Creative thinking; Citizen service orientation; Decision making; Diversity citizenship; Organizational communication effectiveness; Problem analysis; Self-management; Team membership; Technical proficiency; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Provide support in the classroom and events regarding AV; Provide technical expertise regarding AV; Maintain and monitor daily operations of AV equipment's functionality; Maintain partnerships with relevant stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P. Leshilo Tel No: (012) 357 8240 Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: 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 Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 26/98</u>	:	<u>CHIEF ADMINISTRATION CLERK (CALL CENTRE SUPERVISOR) REF NO: 25/79/IDS</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria Grade 12 or equivalent qualification; Minimum of 3 years' experience within the clerical/ call centre environment; Knowledge and application of relevant Public Service and Departmental legislation/prescripts/policies and procedures; Knowledge of procedure and processes applied in Call Centre and Office Management. Skills and Competencies: Communication (verbal and written)