

<u>POST 11/71</u>	:	<u>REGISTRAR (MR 1 – MR 4) REF NO: 10/26/LMP</u>
<u>SALARY</u>	:	R252 855 – R444 075 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Polokwane (Regional Court)
<u>REQUIREMENTS</u>	:	LLB or four year recognized legal qualification; Knowledge of the 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 Prescription Act, the State Attorney Act, Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and the State Liability Act. 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.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate Case Flow Management support service to the Judiciary and Prosecution at regional level; Coordinate all process that initiate court proceedings; Compile and submit monthly reports on the civil statistics performance for the office of the Regional Court President and Department of Justice and Constitutional Development (DOJ&CD); Manage the provision of records to Magistracy in appeal and review cases; Manage compliance with the work practices in the Office; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. M.P Mongalo Tel No: (015) 287 2037 OR Mr L. Mapelane Tel No: (015) 287 2035
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700 or https://forms.office.com/r/X2XaVPasWu
<u>POST 11/72</u>	:	<u>COURT INTERPRETERS (X4 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Groblersdal, Ref No: 11/26/LMP (X1 Post) Magistrate Office: Phalala, Ref No: 12/26/LMP (X1 Post) Magistrate Office: Thohoyandou, Ref No: 13/26/LMP (X2 Posts) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12; Proficiency in English and one or more indigenous languages; Language requirements: Groblersdal: Tsonga, Venda and Setswana; Phalala: Venda and Ndebele, Shona will be an added advantage; Thohoyandou: Venda, Tsonga & Sepedi, Shona will be an added advantage. The following will serve as an added advantage: Three months practical experience and a driver's license; Knowledge of any foreign languages will be an added an advantage; Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communications (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi – judicial proceedings; Interpret during consultations; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<u>ENQUIRIES</u>	:	Mr L Mapelane Tel No: (015) 287 2035 or Mr P.M Mongwe. Tel No: (015) 287 2034
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.