DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CENTRE: REGIONAL OFFICE - NORTH-WEST**

**REQUIREMENTS:**
- NQF Level 6 (Degree) and relevant tertiary education at Postgraduate level.
- 5 years’ experience in management, project management, strategy, service delivery and financial management.
- Knowledge of Employment Equity and affirmative action.
- Must be motivated, able to work independently and under pressure.
- Strong interpersonal skills.
- Excellent communication skills (written and verbal). Strong leadership, management and decision-making skills.
- Good computer skills and ability to work with windows and MS Office applications.

**KEY PERFORMANCE AREAS:**
- Manage the legal interpreting, language services activities in the province, manage the legal interpreting and language services activities in the province, manage the legal interpreting and language services activities in the province.
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**SKILLS AND COMPETENCIES:**
- Communication skills (oral and written), Teamwork, Computer literacy, Analytical Thinking, Presentation skills, Project management skills, Computer literacy (MS Word & Excel), Teamwork.
- Computer literacy (MS Word & Excel), Teamwork, Analytical Thinking, Problem Solving, Planning and Organising.

**APPLICATIONS:**
- Quoting the relevant reference number, direct your application to: The Human Resource: Department of Justice and Constitutional Development, 269 Pretoria Street, Pretoria.
- Likewise to the Regional Manager: Regional Office, Region 2, P.O. Box 1074, Newlands Street, Pretoria.
- The short-listed candidates will be required to sign a performance agreement.

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

**PROVINCIAL MANAGER: COURT INTERPRETING**

**REQUIREMENTS:**
- A recognized tertiary qualification in Social Work, Psychology, Communication studies and/or related field.
- 8 years’ experience in management, project management, strategy, service delivery and financial management.
- Knowledge of Employment Equity and affirmative action.
- Must be motivated, able to work independently and under pressure.
- Strong interpersonal skills.
- Excellent communication skills (written and verbal). Strong leadership, management and decision-making skills.
- Good computer skills and ability to work with windows and MS Office applications.

**KEY PERFORMANCE AREAS:**
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**SKILLS AND COMPETENCIES:**
- Communication skills (oral and written), Teamwork, Computer literacy, Analytical Thinking, Presentation skills, Project management skills, Computer literacy (MS Word & Excel), Teamwork.
- Computer literacy (MS Word & Excel), Teamwork, Analytical Thinking, Problem Solving, Planning and Organising.

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- Likewise to the Regional Manager: Regional Office, Region 2, P.O. Box 1074, Newlands Street, Pretoria.
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**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

**CENTRE: REGIONAL OFFICE - SOUTH-WEST**

**REQUIREMENTS:**
- National Diploma / Degree in Information System/ Technology/ Management.
- 5 years’ experience in management, project management, strategy, service delivery and financial management.
- Knowledge of Employment Equity and affirmative action.
- Must be motivated, able to work independently and under pressure.
- Strong interpersonal skills.
- Excellent communication skills (written and verbal). Strong leadership, management and decision-making skills.
- Good computer skills and ability to work with windows and MS Office applications.

**KEY PERFORMANCE AREAS:**
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**SKILLS AND COMPETENCIES:**
- Communication skills (oral and written), Teamwork, Computer literacy, Analytical Thinking, Presentation skills, Project management skills, Computer literacy (MS Word & Excel), Teamwork.
- Computer literacy (MS Word & Excel), Teamwork, Analytical Thinking, Problem Solving, Planning and Organising.

**APPLICATIONS:**
- Quoting the relevant reference number, direct your application to: The Human Resource: Department of Justice and Constitutional Development, 269 Pretoria Street, Pretoria.
- Likewise to the Regional Manager: Regional Office, Region 2, P.O. Box 1074, Newlands Street, Pretoria.
- The short-listed candidates will be required to sign a performance agreement.

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

**CENTRE: PROVINCIAL OFFICE, ORANGE FREE STATE**

**REQUIREMENTS:**
- NQF Level 4/Grade 12 and relevant tertiary education at Postgraduate level.
- 3 years’ experience in Information Technology, Management/Project Management/Finance.
- Knowledge of Employment Equity and affirmative action.
- Must be motivated, able to work independently and under pressure.
- Strong interpersonal skills.
- Excellent communication skills (written and verbal). Strong leadership, management and decision-making skills.
- Good computer skills and ability to work with windows and MS Office applications.

**KEY PERFORMANCE AREAS:**
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**SKILLS AND COMPETENCIES:**
- Communication skills (oral and written), Teamwork, Computer literacy, Analytical Thinking, Presentation skills, Project management skills, Computer literacy (MS Word & Excel), Teamwork.
- Computer literacy (MS Word & Excel), Teamwork, Analytical Thinking, Problem Solving, Planning and Organising.

**APPLICATIONS:**
- Quoting the relevant reference number, direct your application to: The Human Resource: Department of Justice and Constitutional Development, 269 Pretoria Street, Pretoria.
- Likewise to the Regional Manager: Regional Office, Region 2, P.O. Box 1074, Newlands Street, Pretoria.
- The short-listed candidates will be required to sign a performance agreement.