

- 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.
- POST 01/12** : **STATE LAW ADVISOR: LP7-LP8 REF NO: 24/109/SLA**
- SALARY** : R884 268 – R1 459 071 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the Chief State Law Adviser: Cape Town  
: LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / legal advisory experience; Admission as an Attorney or Advocate; A post graduate legal qualification will be an added advantage; Knowledge of particular aspects of the law; Knowledge of Constitutional Law, Administrative Law, Human Rights Law and Constitution of South Africa; Knowledge of Public Service Act, Public Finance Management Act and Treasury Regulations. Skills and Competencies: Legal research and drafting skills; Advocacy; Project management skills; Problem solving and decision making skills; Communication skills (written and verbal); Computer literacy; Planning and organizing skills; Analytical and report writing skills; Policy formulation skills; Ability to work under pressure and meet deadlines.
- DUTIES** : Key Performance Areas: Provide the preliminary opinions and certification of Bills and advice on legislative drafting; Scrutinize subordinate legislation for the National Departments and other organs of state; Scrutinize and provide legal opinion on international agreements and related matters; Render legal opinions as per the instructions received from national Departments and other organs of state.
- ENQUIRIES APPLICATIONS** : Mr. M Mokoena Tel No: (012) 744 2026  
: 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.
- POST 01/13** : **DEPUTY MASTER (MR6) REF NO: 61/2024/M/WC**
- SALARY** : R556 356 – R1 14 666 per annum, (Salary will be in accordance with OSD determination), (The successful candidate will be required to sign a performance agreement.)
- CENTRE REQUIREMENTS** : Masters of the Western Cape High Court  
: LLB Degree or a four-year recognised Legal qualification; eight (8) years appropriate post qualification Legal experience; knowledge of the Administration of Estates Act; Mental health Act; Insolvency act; Companies Act; Close Corporations Act; Trust Property Control Act and other relevant Legislations; Experience in functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates; Curatorships; Trust and Guardians Fund. Skills and Competencies: Legal research and drafting; Dispute resolution; Planning, Organising and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; good communication skills (verbal and written); Computer literacy.
- DUTIES** : Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the Office and contribute towards the Strategic Objectives of both the Masters Branch as well as the Department; Provide effective and efficient delivery of services, financial and Human Resource Management within the Office of the Master; Draft Legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
- ENQUIRIES APPLICATIONS** : Ms Z Agulhas Tel No: (021) 832 3010  
: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5<sup>th</sup> Floor Norton Rose House, Cape Town.
- FOR ATTENTION** : Ms P Paraffin