



REGIONAL COURT PRESIDENT

REMUNERATION: Total remuneration package of R1,477,146 per annum

Western Cape Regional Division • Cape Town

REQUIREMENTS: A valid appropriate legal qualification and at least ten (10) years' post-university applicable legal experience. Appropriate knowledge and experience in the adjudication of civil, criminal and family law matters. Advocates, attorneys and Prosecutors who apply for the vacant posts must together with their application documents, submit a recent [not older than 6 months] certificate of good standing from their respective controlling professional and in instances of Prosecutors from the National Prosecuting Authority. Acting magistrates must provide a certificate of good standing from their professional body or previous employer if they resigned, from their previous professional body. A valid drivers' licence (Code EB) will be an advantage.

DUTIES: Management and control of the administration of justice within the regional division. Adjudication of criminal matters in the Regional Court. Adjudication of civil disputes contemplated in section 29(1) and 29(1B) of the Magistrates' Courts Act, 1944 [as amended] in the Regional Court. Performance of judicial work at court houses in accordance with section 14(1) of the Magistrates Act, 1993, which includes the promoting of a sound, effective, efficient and uniform case flow management. Training and guidance to all Regional Magistrates within the regional court and division. Mentoring of newly appointed and acting Regional Magistrates. Extensive travel, often on short notice and after official hours, may be required.

REGIONAL MAGISTRATE

REMUNERATION: Total remuneration package of R 1 325 394 per annum

Eastern Cape Regional Division • Mdantsane • Port Elizabeth (Gqeberha)

Free State Regional Division • Bethlehem

Gauteng Regional Division • Benoni • Johannesburg [4 Posts] • Pretoria [3 Posts] • Sebokeng • Soshanguve • Soweto [2 posts] • Tembisa • Vanderbijlpark

KwaZulu-Natal Regional Division • Durban [3 posts] • Empangeni • Verulam sitting at Ntuzuma • Port Shepstone • Richards Bay • Nquthu • Madadeni

Limpopo Regional Division • Thohoyandou

Mpumalanga Regional Division • Mbombela • Middelburg • Secunda

Northern Cape Regional Division • Kimberley at Douglas (HQ)

North West Regional Division • Klerksdorp [4 Posts] • Mmabatho • Vryburg • Mogwase

Western Cape Regional Division • Cape Town • Strand • Paarl • George • Vredendal • Wynberg [2 Posts]

REQUIREMENTS: A valid appropriate legal qualification and at least **ten (10) years'** post-university applicable legal experience. Appropriate knowledge and experience in the adjudication of civil, criminal and family law matters. Advocates, attorneys and Prosecutors who apply for the vacant posts must together with their application documents, submit a **recent** [not older than 6 months] certificate of good standing from their respective controlling professional and in instances of Prosecutors from the National Prosecuting Authority. Acting magistrates must provide a certificate of good standing from their professional body or previous employer if they resigned, from their previous professional body. A valid drivers' licence (Code EB) will be an advantage.

Duties: Adjudication of criminal matters in the Regional Court. Adjudication of civil disputes contemplated in section 29(1) and 29(1B) of the Magistrates' Courts Act, 1944 [as amended] in the Regional Court. Performance of judicial work at court houses in accordance with section 14(1) of the Magistrates Act, 1993, which includes the promoting of a sound, effective, efficient and uniform case flow management. Extensive travel, often on short notice and after official hours, may be required.

TRAINING: It will be expected from successful candidates to attend an appropriate course in the adjudication of criminal matters, civil disputes and divorces.

CHIEF MAGISTRATE

REMUNERATION: Total remuneration package of R 1 325 394 per annum

Western Cape Province • Cape Town [Head of Administrative Region]

REQUIREMENTS: A valid appropriate legal qualification and at least ten (10) years' post-university applicable legal experience. Appropriate knowledge and experience in the adjudication of civil, criminal and family law

matters. Advocates, attorneys and Prosecutors who apply for the vacant posts must together with their application documents, submit a recent [not older than 6 months] certificate of good standing from their respective controlling professional and in instances of Prosecutors from the National Prosecuting Authority. Acting magistrates must provide a certificate of good standing from their professional body or previous employer if they resigned, from their previous professional body. A valid drivers' licence (Code EB) will be an advantage.

DUTIES: Management and control of the administration of justice in the office and within the Administrative Region. Adjudication of civil, criminal and family law matters. Performance of judicial work at court houses in accordance with section 14(1) of the Magistrates Act, 1993, which includes the promoting of a sound, effective, efficient and uniform case flow management. Training and guidance to all magistrates within the office, and Administrative Region. Regular monitoring of all judicial work to ensure compliance with judicial quality assurance standards. Mentoring of newly appointed and acting Magistrates. Extensive travel, often on short notice and after official hours, may be required.

JUDICIAL EDUCATOR

REMUNERATION: Total remuneration package of R 1 098 624 per annum

SENIOR MAGISTRATE [4 POSTS] CENTRE: Gauteng Magistrate's court, Johannesburg [It will be expected from the successful applicants to perform functions relating to judicial education on a seconded basis as Judicial Educator on behalf of the South African Judicial Education Institute (SAJEI), Johannesburg. The Judicial Educator shall be placed at SAJEI for such duration and on such conditions as may be determined by the Council of SAJEI. Provided that should it occur at any given time that there are no training programmes or work relating thereto which are on-going at SAJEI, any such senior magistrates may be assigned to perform any other judicial functions at their headquarters by the respective judicial head. On completion of the secondment period the applicant will be given the opportunity to indicate where he/she will be transferred to as Senior Magistrate]

GENERAL REQUIREMENTS: A valid appropriate legal qualification and at least **ten (10) years'** post-university applicable legal experience, as well as applicable managerial experience. Extensive knowledge and experience in the adjudication of civil, criminal, family law and quasi-judicial matters. Experience in conducting judicial training or facilitating. Experience in the development of training material. Advocates, attorneys and Prosecutors who apply for the vacant posts must together with their application documents, submit a **recent** [not older than 6 months] certificate of good standing from their respective controlling professional and in instances of Prosecutors from the National Prosecuting Authority. Acting magistrates must provide a certificate of good standing from their professional body or previous employer if they resigned, from their previous professional body. A valid drivers' licence (Code EB) will be an advantage.

DUTIES AS SENIOR MAGISTRATE: Management and control of the administration of justice in the office and within the sub-clusters and cluster, where applicable. Adjudication of civil, criminal, family law and quasi-judicial matters. Performance of judicial work at court houses in accordance with section 14(1) of the Magistrates Act, 1993, which includes the promoting of a sound, effective, efficient and uniform case flow management. Training and guidance to all magistrates within the office, sub-clusters and cluster, where applicable. Mentoring of newly appointed and acting Magistrates. Regular monitoring of all judicial work to ensure compliance with judicial quality assurance standards, where applicable. Extensive travel, often on short notice and after official hours, may be required.

Key responsibility areas as Judicial Educator:

- To conduct hybrid judicial training for judicial officers.
- To plan, design and implement Curriculum of the Magistrates Courts Judiciary.
- To provide support to the Chief Executive Officer on education and training related matters.
- To develop training materials and facilitate both centralised and decentralised workshops.
- To monitor and evaluate continuing judicial education and training of Magistrates Courts Judiciary.
- To identify best practices in judicial education and advice the Chief Executive Officer accordingly.
- To conduct research, compile reports and publish articles on judicial on continuing judicial education related matters.
- To ensure compliance with the Public Finance Management Act (PFMA) and other relevant prescripts.
- To compile required Performance reports in order to enhance accountability and judicial excellence.
- Facilitate identification of training needs and development of Training schedule.
- Perform other duties as directed

Attributes:

- Innovative.
- Ability to work under pressure.
- Networking ability.
- Good interpersonal skills

Competencies:

- Presentation and Facilitation skills
- Basic financial management
- Excellent report writing skills
- Programme Monitoring and evaluation
- Project management
- Knowledge management
- Research Skills
- Advanced application of Computer packages (shortlisted candidates will be required to undergo computer literacy assessment)
- Curriculum and Material development

ENQUIRIES: Ms Poso Mogale
Tel: (010) 493 2621

SENIOR MAGISTRATE TO SERVE AT ETHICS DIVISION OF THE MAGISTRATES COMMISSION

REMUNERATION: Total remuneration package of R 1 098 624 per annum

SENIOR MAGISTRATE [3 POSTS]

CENTRE: Magistrate's court, Pretoria [It will be expected from the successful applicants to perform functions relating to ethics related matters of magistrates on a seconded basis on behalf of the Magistrates Commission, Pretoria. The Senior Magistrate shall be placed at the Magistrate Commission for such duration and on such conditions as may be determined by the Magistrates Commission. Provided that should it occur at any given time that there are no work relating to the functions assigned by the Magistrates Commission, any such senior magistrates may be assigned to perform any other judicial functions at their headquarters by the respective judicial head. On completion of the secondment period the applicant will be given the opportunity to indicate where he/ she will be transferred to as Senior Magistrate].

REQUIREMENTS: A valid appropriate legal qualification and at least **ten (10) years'** post-university experience in law as well as appropriate knowledge and experience in the adjudication of civil/criminal/family law matters, management and control of the administration of justice, court management, case flow management as well as the functioning of the cluster system. Applicants must have a broad knowledge of constitutional and administrative law and dispute resolution. Computer literacy will serve as a strong recommendation. Advocates, attorneys and Prosecutors who apply for the vacant posts must together with their application documents, submit a **recent** [not older than 6 months] certificate of good standing from their respective controlling professional and in instances of Prosecutors from the National Prosecuting Authority. Acting magistrates must provide a certificate of good standing from their professional body or previous employer if they resigned, from their previous professional body. A valid drivers' licence (Code EB) will be an advantage.

DUTIES AS SENIOR MAGISTRATE: Management and control of the administration of justice in the office and within the sub-clusters and cluster, where applicable. Adjudication of civil, criminal, family law and quasi-judicial matters. Performance of judicial work at court houses in accordance with section 14(1) of the Magistrates Act, 1993, which includes the promoting of a sound, effective, efficient and uniform case flow management. Training and guidance to all magistrates within the office, sub-clusters and cluster, where applicable. Mentoring of newly appointed and acting Magistrates. Regular monitoring of all judicial work to ensure compliance with judicial quality assurance standards, where applicable. Extensive travel, often on short notice and after official hours, may be required.

Key responsibility areas as Senior Magistrate at the Ethics Division of the Magistrates Commission:

- The execution of misconduct investigations against magistrates and reporting thereon.
- The leading of evidence in misconduct hearings of magistrates.
- The exercising of control over investigations and processes of complaints lodged by or against magistrates.
- The managing of Hotline reports regarding corruption, fraud, maladministration, misconduct, etcetera against judicial officers (magistrates) in accordance with the Code of Ethics and Business Conduct and the Anti-Corruption and Fraud Policy.
- The performing of judicial court work at court houses in accordance with section 14(1) of the Magistrates Act, No. 90 of 1993, which includes the promoting of a sound, effective, efficient and uniform case flow management.
- Executing of judicial quality assurance assessment of the judicial and related work performed at court houses and to report thereon to the various role-players regarding changed circumstances and conditions at court houses.
- Gathering and evaluation of judicial statistical data and information and the conducting of judicial organization and staff establishment investigations and the making of proposals in connection with judicial staff establishment

- determination, organizational adjustments and any problems that are identified during quality assurance assessments of all court houses.
- Ensuring that the judicial administration is executed in accordance with the democratic values and principles enshrined in the Constitution and the rendering of an auxiliary service to the Magistrates Commission and Heads of Court with regard to the efficient administration of justice of all court houses.
- The rendering of advisory services to the Magistrates Commission and its Committees, Heads of Administrative Regions and Regional Court Presidents to ensure uniformity within the various clusters and divisions.
- The identification of judicial training needs in consultation with Heads of Administrative Regions and Regional Court Presidents as well as the promotion of such training by the Judicial Training Component.
- Research and dissemination of information regarding recent case law, new legislation, international judicial developments and information of a general nature.
- Execution of any ad hoc tasks and investigations within the magistrates' courts judiciary as assigned from time to time.

The following will be an advantage:

- The successful completion of a course on disciplinary hearings of judicial officers or experience in disciplinary hearings of judicial officers.
- Computer literacy
- Report writing skills.

ENQUIRIES: Mr Michael Nieuwoudt
Tel: 012-395 0726

General Enquiries: Mr M Dawood or Ms N van Zyl
Tel. (012) 395 0700 between 07h15 and 15h45. The need for the judiciary to reflect broadly the racial and gender composition of South Africa, as required by section 174(2) read with section 9 of the Constitution of South Africa, 1996 (Act 108 of 1996) will be taken into consideration in the short-listing and appointment processes for the filling of the vacant posts. The Magistrates Commission reserves the right not to fill any of the above listed vacancies. The Commission further reserves the right to fill any additional vacancies that become available at an advertised centre.

It is the intention of the Magistrates Commission to fill posts permanently and applicants should not apply for appointment at any centre if it is not their intention to relocate permanently.

Applications must be submitted on the forms prescribed by regulation 4 of the Regulations for Judicial Officers in the Lower Courts, 1994 (Regulation Gazette No. 5264 of 11 March 1994).

For this purpose a specific set of application documents has been compiled which must be obtained from the office of the Secretariat of the Magistrates Commission either telephonically or electronically at any of the following email addresses: NeWilliams@justice.gov.za; NVanZyl@justice.gov.za; KhMabunda@justice.gov.za; VManell@justice.gov.za;

The application documents **must** be accompanied by: **• A certified copy of Identity Document • Certified copies of all academic and professional qualifications • An affidavit of assets and liabilities setting out specific amounts • A complete curriculum vitae with full particulars regarding all judicial experience • Testimonials • Certificates of service, if not available, an affidavit in respect of good standing • Copies of three judgments/ heads of argument/ legal publications/ conference papers or legal articles/opinions.**

Applicants **must** also provide an e-mail address where they can be contacted.

Only **one (1)** set of **original application documents** with a clear indication of the centre of each post applied for must be submitted (**no faxes or e-mails**). Applications that are received after the closing date will not be considered. The onus is on the applicant to ensure that the application is received by the Secretary of the Magistrates Commission on or before the closing date.

Please note that correspondence will only be entered into with successful candidates.

Serving Regional Magistrates and Senior Magistrates who are interested in a **transfer** to any of the advertised centres must fully motivate their applications which should accompany their application documents.

Please note that non-compliance with any of the above-mentioned requirements will result in automatic disqualification.

Applications should be directed to the following address: The Secretary, Magistrates Commission, P O Box 9096, PRETORIA, 0001, or Reception 5th Floor Centre Walk Building, West Office Block, corner of Thabo Sehume and Pretorius Streets, Pretoria, between 7h15 and 15h45.

CLOSING DATE: 17 DECEMBER 2021