

VACANT OFFICES OF SHERIFFS

SUITABLY QUALIFIED AND FIT AND PROPER PERSONS ARE INVITED TO APPLY FOR THE VACANT OFFICES OF THE SHERIFFS IN THE FOLLOWING AREAS:

A. THE HIGH AND LOWER COURTS (OR A SUB-DIVISION THEREOF) FOR THE MAGISTERIAL DISTRICTS

Eastern Cape:

- Port Alfred (Bathurst Magisterial District with the Seat in Port Alfred) • Cathcart, Queenstown and Tarkastad • Humansdorp • Mount Fletcher • Pearston • Port Elizabeth South • Qumbu

Free State:

- Boshof and Bultfontein (including the service areas of Hertzogville and Dealesville) • Ficksburg • Fouriesburg • Phuthaditjhaba (Witsieshoek Magisterial District with the Seat in Phuthaditjhaba), Tseng Sub-district and Tseki Sub-district

Gauteng:

- Palm Ridge (Palm Ridge Magisterial District, previous Alberton Magisterial District) • Centurion East (Centurion East Sheriff Service Area located within the Tshwane Central Magisterial District with the Seat in Pretoria) • Ekangala (Ekangala Seat of the Tshwane East Magisterial District) • Johannesburg South (Johannesburg South Sheriff Service Area located within the Johannesburg Central Magisterial District with the Seat in Johannesburg) • Krugersdorp (Krugersdorp Seat of the Mogale City Magisterial District, excluding Kagiso) • Pretoria North (Pretoria North Sheriff Service Area located within the Tshwane North Magisterial District with the Seat in Pretoria North, excluding Mamelodi) • Pretoria West (Pretoria West Sheriff Service Area located within the Tshwane Central Magisterial District with the Seat in Pretoria) • Randburg West (Randburg West Sheriff Service Area located within the Johannesburg North Magisterial District with the Seat in Randburg) • Sandton South (Sandton South Sheriff Service Area located within the Johannesburg North Magisterial District with the Seat in Randburg)

Kwazulu Natal:

- Harding (Alfred Magisterial District with the Seat in Harding) • Camperdown • Inanda 1 (located within the Inanda Magisterial District with the Seat in Verulam) [with effect from 15.8.2017] • Kokstad • Kranskop • Matatiele • Msinga (excluding the service areas of Helpmekeer and Rorkes Drift) • Newcastle

Limpopo:

- Lepelle - Nkumpi (Lepelle - Nkumpi Magisterial District with the Seat in Lebogakomo [including the areas of Magatle, Malipsdrift and Zebediela])

Mpumalanga:

- Barberton • Chief Albert Luthuli (Chief Albert Luthuli Magisterial District with the Seat in Elukwatini and Sub-district of Carolina) • Hendrina (Sub-district of the Steve Tswete Magisterial District with the Seat in Middleburg) • Dr Pixley Ka Isaka Seme (Dr Pixley Ka Isaka Seme Magisterial District with the Seat in Volksrust and Sub-districts of Wakkerstroom and Amersfoort) [with effect from 27/9/2017]

North West:

- Stilfontein (Sub-district of City of Matlosane Magisterial District with the Seat in Klerksdorp) [with effect 5.10.2017]

Northern Cape:

- Calvinia • Carnarvon and Victoria West • De Aar, Hanover, Britstown and Phillipstown (including the service area of Petrusville) • Groblershoop • Griekwastad (Hay Magisterial District with the Seat in Griekwastad), Hopetown and Douglas (Herbert Magisterial District with the Seat in Douglas) • Kimberley and Galeshewe • Richmond • Sutherland, Williston and Fraserburg

Western Cape:

- Bredasdorp • Clanwilliam • Murraysburg • Wynberg East

B. THE HIGH COURTS (OR A SUB-DIVISION THEREOF) FOR THE MAGISTERIAL DISTRICTS

KwaZulu Natal:

- Babanango

Limpopo:

- Phalaborwa (Seat of the Ba Phalaborwa Magisterial District)

Mpumalanga

- Middelburg (Seat of the Steve Tswete Magisterial District) • Emgwenya [Waterval Boven] (Sub-district of the Emakhaseni Magisterial District with the Seat in Emakhaseni [Belfast])

North West:

- Groot Marico (Sub-district of the Ramotshere Moiloa Magisterial District with the Seat in Lehurutshe) • Klerksdorp (Seat of the City of Matlosane Magisterial District)

Northern Cape

- Postmasburg (including the service area of Olifantshoek)

Requirements for holding an office of sheriff:

Applicants must be: a South African citizen or has been lawfully admitted to the Republic for permanent residence and is ordinarily resident in the Republic; a fit and proper person; able to demonstrate the financial and other ability required to establish and operate a sheriff's office; is competent to conduct the business of sheriff and has at least -

- An appropriate post grade 12 qualification, i.e. a certificate, diploma and/or degree obtained from a recognized Tertiary or Higher Learning institution that enhances the knowledge of an applicant in the business of a sheriff and/or in legal and court processes that was duly obtained by the Applicant after the completion of a grade 12 certificate (or due to an age exemption), will be considered an appropriate post grade 12 qualification. In the case of age exemption, proof of such exemption must be obtained from the Department of Education and in respect of any international certificate, diploma and/or degree proof must be obtained from the South African Qualification Authority;
- An understanding of civil law;
- Knowledge and an understanding of the relevant aspects of the Constitution of South Africa, Insolvency Act, Magistrates' Court Act, State Liability Act, Prescription Act, Criminal Procedure Act, Sheriffs Act, Security by Means of Movable Property Act, Labour Relations Act, Basic Conditions of Employment Act, Maintenance Act, Rental Housing Act, National Credit Act, Consumer Protection Act, Superior Courts Act, Rules of Superior and Lower Courts, Rules of the Supreme Court of Appeal.

A sheriff is not an employee of the Department and generates his/her income from the service and the execution of court documents in terms of the prescribed tariffs. The applicant must demonstrate the potential ability to establish and operate an office to conduct business relating to the service of summonses and other court processes; the execution of warrants of execution and ejection interdicts and garnishee orders; the making of inventories on the processing of warrants of execution; the provision of returns of service; the holding of execution auctions; and the keeping of a trust account of a sheriff. A person appointed as a sheriff may not perform or engage in any remunerative work outside the office of a sheriff without the approval of the Minister of Justice and Correctional Services. The person appointed as sheriff cannot perform the functions of a sheriff unless he/she has been issued with a Fidelity Fund Certificate, issued by the South African Board for Sheriffs.

Preference will be given to applicants whose appointments will promote equitable demographic representation and inclusiveness by race, gender, disability or any of the constitutionally recognized grounds.

All applications must be completed on the Form 1 (J743) and must be accompanied by:

- a curriculum vitae of the applicant;
- a certified copy of the identity document of the applicant;
- certified copies of all educational qualifications of the applicant;
- certified copies of certificates of service or, if not available, an affidavit by the applicant in respect of previous periods of employment rendered by him or her;
- testimonials from 2 previous employers of the applicant, if available;
- the nature and history of any past or present business undertaking, occupation or trade of the applicant;
- the names, addresses and telephone numbers of two references;
- an affidavit regarding previous convictions and sequestrations,

if any;

- an affidavit with the necessary supporting documents, if applicable, that an applicant has the financial ability to establish and operate an office of sheriff, including a list of all assets and liabilities of such an applicant;
- a certified copy of his or her driver's license, if the applicant has a valid driver's license; and
- a copy of a valid tax clearance certificate of the applicant.

Applications must be submitted on Form 1 (J743) obtainable from the following websites: www.justice.gov.za and www.sheriffs.org.za. Forms may also be requested from the court manager at the Magistrates' Office.

Applicants to submit only one (1) set of complete original application documents per Province. The Form 1 should clearly list, in order of preference, the vacant offices for which the applicant is applying for. If the applicant is applying for vacant sheriff offices in other provinces, then separate Form 1 applications will have to be submitted to the Secretariat of the relevant Provincial Advisory Committee in lieu of the relevant vacant sheriff's offices within such province.

Applications must be addressed to the Secretariat of the relevant Provincial Advisory Committee:

- **Eastern Cape:** Mrs A Herselman: Private Bag X3904, North End, Port Elizabeth, 6056 or c/o Govan Mbeki and De Villiers Street, Room 1.73, North End, Port Elizabeth, 6056 (anherselman@justice.gov.za)
- **Free State:** Ms S Britz: Private Bag X20578, Bloemfontein, 9300 or 53 Charlotte Maxeke Street, Colonial Building, Bloemfontein, 9300 (sbritz@justice.gov.za)
- **Gauteng:** Mr G Monyemorathoe: Private Bag X6, Johannesburg, 2000 or 94 Pritchard Street, Johannesburg, 2001 (gmonyemorathoe@justice.gov.za)
- **KwaZulu Natal:** Mrs S Gangai: Private Bag X54372, Durban, 4000 or 2 Devonshire Place, c/o Devonshire and Anton Lembede Streets, Durban, 4000 (SGangai@justice.gov.za)
- **Limpopo:** Mr M Kgosiemang: Private Bag X9526, Polokwane, 0700 or 36 Bodenstein Street, High Court Building, Block B, Seventh floor, Polokwane, 0700 (mkgosiemang@justice.gov.za)
- **Mpumalanga:** Mr P Mthimunya: Private Bag X11249, Nelspruit, 1200 or 24 Brown Street, Nelspruit, 1200 (pmthimunya@justice.gov.za)
- **Northern Cape:** Mr R Motlekar: Private Bag X6106, Kimberley, 8300 or 8th Floor, New Public Buildings, c/o Stead and Knight Streets, Kimberley, 8300 (rmotlekar@justice.gov.za)
- **North West:** Ms W Jacobs: Private Bag X2033, Mmabatho, 2735 or 22 Molopo Road, Ayob Building, Mafikeng, 2745 (wjacobs@justice.gov.za)
- **Western Cape:** Ms A. Singh: Private Bag X9171, Cape Town, 8000 or Mezzanine Floor, Plein Park Building, Plein Street, Cape Town, 8001 (AshikaSingh@justice.gov.za)

Applications that are not completed correctly and in line with the requirements listed above will not be considered. The Minister of Justice & Constitutional Development reserves the right not to fill a sheriff's office that has herein been advertised as a vacant sheriff's office. Further, should you not receive an invitation within three (3) months to attend an interview herein then it can be deemed that your application was not successful. Applicants are advised that maps or descriptions of the sheriff service areas are available on the DOJ&CD website (www.justice.gov.za) as well as the SABFS website (www.sheriffs.org.za). Due to the continued demarcation of the magisterial district boundaries, sheriff service areas may change. Enquiries on the area of jurisdiction of sheriff service areas may be directed in writing to Mr Makena Moagi at makmoagi@justice.gov.za or by fax to 0860 777 658.

Please note that applicants are to ensure that their application is submitted to the relevant Secretariats before the close of business on the closing date. No late applications will be accepted.

Please further note that all sheriff service areas as advertised are subject to the Rationalisation of courts. Enquires: V Knoop / vknoop@justice.gov.za / 021 462 5471

CLOSING DATE: 20 JANUARY 2017

Tel: 012 315 1111 Private Bag X81, Pretoria, 0001 Momentum Centre, 329 Pretorius Street, Pretoria

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Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

