

SOUTH AFRICAN BOARD FOR SHERIFFS

COMPLAINTS ADMINISTRATOR {FIXED TERM FOUR MONTHS}

Remuneration: An all-inclusive package of: R16 000 per month



The Board seeks to appoint a progressive, service-oriented and results driven individual to evaluate and process complaints received within set period.

Key Performance Areas

The Complaints Administrator reports to the Legal Manager and is responsible for registering, processing and resolving or escalating complaints received about Sheriffs from various stakeholders.

Qualifications & Experience

- Matric
- Paralegal diploma and or relevant experience in a legal background would be an advantage
- Minimum 2 years working experience with a background in civil law
- Knowledge of relevant legislation

Note: Communication will be limited to shortlisted candidates.

APPLICATION PROCESS

- A letter of application together with a Curriculum Vitae and certified copies of qualifications, should be submitted to jobs@sheriffs.org.za.
- Closing date for all applications: **Monday 26 November 2018 @12h00**