

Complaints Investigation Officer

DURATION: PERMANENT

REMUNERATION: AN ALL-INCLUSIVE PACKAGE OF:

R279, 328.05 TOTAL COST PER ANNUM

The South African Board for Sheriffs (SABFS) is responsible for the maintenance of the esteem of, the enhancement of the status of, and the improvement of the standard of training of and functions performed by sheriffs, in a manner that enhances access to justice.



The Board seeks to appoint a progressive, service-oriented and results-driven individual to effectively provide innovative, cost-effective and value-added Investigation and Complaints handling services to the SABFS, and to ensure good corporate governance within the Sheriffs' profession.

Purpose of the Position

Conduct investigations into complaints against sheriffs in terms of the Sheriffs Act, regulations and the Code of Conduct and to assist generally in the legal division. As a team leader, you are required to supervise the activities of two staff members within the complaints division.

KEY PERFORMANCE AREAS

1. Team leadership and management of complaints investigation process
2. Investigation of complaints
3. Project Management and research
4. General assistance on legal matters

NOTE: Communication will be limited to shortlisted candidates. The preferred candidate(s) might be subjected to a competency assessment, security clearance and qualification verification.

APPLICATION WITHOUT COPIES OF QUALIFICATIONS WILL NOT BE CONSIDERED.

Qualifications & experience

Matric, plus Bachelor's degree in law and in good standing with the Law Society. Experience with at least 3 –5 years practicing in a legal environment of a similar nature. Demonstrate knowledge of the Sheriff's Act, Regulations, Code of Conduct and supporting legislation applicable to the sheriff's profession, Magistrate and High Court Rules. Computer literacy and report writing. Code 8 driver's license.

A letter of application together with a Curriculum Vitae and certified copies of qualifications, should be submitted to jobs@sheriffs.org.za closing date: **(24 April 2019 @ 12h00)**.

Full job description from the website from <http://www.sheriffs.org.za/vacancies>.