

Board Prosecutor

Permanent Position



Remuneration: An all-inclusive package of R390 350 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 prosecution services to the SABFS, and to ensure good corporate governance within the Sheriffs' profession.

PURPOSE OF THE POSITION

The main purpose of the post is to prepare and handle disciplinary inquiries where sheriffs have committed improper conduct. Files formal applications for suspension, removal, drafting of charge letters, general litigation and criminal action against sheriffs. Job also entails dealing with Legal and Complaints within the legal department when required to do so.

SCOPE

The Legal & Complaints Division is the organisations technical branch, providing highly skilled & expert support regarding issues of law and processing & resolving all complaints and claims received about sheriffs nationally. The incumbent is responsible for the handling of sensitive and complex disciplinary matters including preparation of the charge sheet; inspection reports, suspensions, removal applications and criminal proceedings.

For more information about the key performance areas as well as other requirements, please visit our website at <http://www.sheriffs.org.za/vacancies> for a complete job description.

QUALIFICATIONS & EXPERIENCE

- Minimum 7- 10 years' experience as a prosecutor or in the legal field where the leading of evidence was a strong component of the job.
- Knowledge of criminal law will be advantageous.
- Strong evidence/ litigation experience.
- Ability to prepare complex applications for suspension and removal, completed LLB degree and member of relevant legal bodies.
- Excellent communication skills (written & verbal)
- Demonstrate knowledge of the Sheriffs Act, Regulations, Code of Conduct and supporting legislation applicable to the sheriffs' profession.
- Computer literacy and report writing.
- Valid Code 8 driver's license.

NOTE: The South African Board for Sheriffs encourage applications from people with Disabilities.

Communication will be limited to shortlisted candidates only.

APPLICATION PROCESS

A letter of application together with an update Curriculum Vitae and certified copies of qualifications, should be submitted to **jobs@sheriffs.org.za**

Closing date: 31 August 2020