

# THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT



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

### THE HIGH AND LOWER COURTS

#### Free State :

- Bethlehem (including Clarens, Fouriesburg and Kestell)
- Xhariep (Bethulie, Edenburg, Fauresmith, Jagersfontein, Reddersburg and Phillipolis)
- Bothaville
- Jacobsdal
- Letsemeng (Koffiefontein and Petrusburg)
- Rouxville (including Smithfield and Zastron)
- Edenville (including Heilbron and Petrus Steyn)

#### Gauteng :

- Johannesburg East
- Soweto East
- Pretoria Central
- Pretoria North East
- Randburg South West
- West Rand (Westonaria and Randfontein)
- Soshanguve
- Vanderbijlpark (including Sebokeng)
- Fochville & Oberholzer
- Balfour & Heidelberg

#### Limpopo :

- Mukhuduthamaga (Nebo and Sekhukhune)
- Thohoyandou (including Dzanani and Mutale)
- Molemole (including Sekgosese [Morebeng])
- Phalaborwa (including Namakgale and Lulekani)

#### Mpumalanga:

- KwaMhlanga (including Mkobola and Mdutjana)

#### North West :

- Coligny
- Delareyville (including Sannieshof and Ottosdal)
- Matlosana (Klerksdorp)
- Itsoseng
- Odi (Ga-Rankuwa)
- Tlokwe (Potchefstroom)
- Taung
- Ditsobotla (Lichtenburg)

#### Northern Cape :

- Fraserburg (including Namaqualand)
- Kenhardt
- Kakamas
- Keimoes
- Pofadder
- Williston
- Sutherland

#### Requirements for holding an office of sheriff :

Applicants must be: a South African citizen or have 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 abilities 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 Basic 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' Courts 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, Domestic Violence Act, Rental Housing Act, National Credit Act, Consumer Protection Act, Superior Courts Act, Rules of Superior and Lower Court and Rules of the Supreme Court of Appeal.

A sheriff is not an employee of the Department of Justice and Constitutional Development 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 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; and
- a certified copy of his or her driver's license, if the applicant has a valid driver's licence.

Applications must be submitted on **Form 1 (J743)** obtainable from the following websites: [www.justice.gov.za](http://www.justice.gov.za) and [www.sheriffs.org.za](http://www.sheriffs.org.za). Forms may also be requested from the Court Manager at the Magistrates' Office. It must be noted that where an applicant applies for more than one of the above vacant sheriffs' offices, then **Part B of Form 1** makes

provision for the applicant to list three vacant sheriffs' offices within a specific province thereon. If the applicant is applying for vacant sheriffs' 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:

- Free State: Adv Khomotso Ngwatla, Private Bag X20578, Bloemfontein, 9300 or 53 Charlotte Maxeke Street, Colonial Building, Bloemfontein, 9300 (KNgwatla@justice.gov.za)
- Gauteng: Mr D Makhani, Private Bag X6, Johannesburg, 2000 or 94 Pritchard Street, Johannesburg, 2001 (DMakhani@justice.gov.za)
- Limpopo: Mr M Kgosiemang: Private Bag X9526, Polokwane, 0700 or 92 Bok Street, Polokwane, 0700 (MKgosiemang@justice.gov.za)
- Mpumalanga: Mr L Maseko: Private Bag X11249, Nelspruit, 1200 or 24 Brown Street, Nelspruit, 1200 (LMaseko@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 M Setlhako: Private Bag X2033, Mmabatho, 2735 or 22 Molopo Road, Ayob Building, Mafikeng, 2745

Applications that are not completed correctly and in line with the requirements listed above will not be considered. **The Minister of Justice & Correctional Services 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 point to point descriptions of the sheriffs' service areas are available on the **DOJCD website (www.justice.gov.za)**. Due to the continued demarcation of the magisterial district boundaries, sheriffs' service areas may change. Enquiries on the areas of jurisdiction of sheriffs' service areas may be directed in writing to **Mr. Makena Moagi at makmoagi@justice.gov.za**.

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 sheriffs' service areas as advertised are subject to the Rationalization of courts' processes.

**Tsmhlanga@justice.gov.za**

**Enquiries:** Mr. Tshapo Mhlanga : 012 357 8220

**CLOSING DATE: 13 FEBRUARY 2023**