

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

*The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.*

**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license (where applicable). The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of the closing date of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. No e-mailed, late or faxed applications will be accepted.

## MANAGEMENT ECHELON

**POST 25/26** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT (REF 09/VA74/NW)**

**SALARY** : R615 633 – 736 065 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Regional Office, North West

**REQUIREMENTS** : A Bachelor's degree or equivalent qualification; Minimum of five years' management experience; A deep understanding and knowledge of HR best practice principles, transformational and transactional strategies, performance consulting and business partnering. Skills and Competencies: A generalist HR competencies and knowledge; Dynamic and seasoned professional with innovative and creative Capabilities; Dynamic and committed with a professional approach; Managerial skills Strong leadership and Managerial skills; Strong communication skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team and results orientated; Good interpersonal relations with focus on customer orientation; Problem solving and conflict management; Continual learning and information search; Creative and analytical; Accuracy and attention to detail

**DUTIES** : Develop strategy for own Directorate aligned to the overall Human Resources strategy and the Departmental MTSF; Set strategic direction and ensure consistent application of HR Systems Policies and practice; Attain Branch results through alignment and management of the component Effectively and efficiently manage resources in own directorate. Lead a team of HR professionals in the implementation and guide the operational strategy; Influence and manage employees' performance in Directorate against strategic financial objectives defined at an HR Branch level; Maintain and monitor performance through use of the balanced scorecard; Participate and contribute to Client's business initiatives and lead Human Resources Development initiatives; Manage both internal and external relations in such a way so as to maximize, maintain and grow relationships with internal and external stakeholders; Ensure understanding of operations of different units in the regions and give input into their strategic planning from a Human Resource Management perspective Attain HR value proposition through the implementation of improved HR best practice services that drive the strategic objectives of all the Branches within the Department of Justice and Constitutional Development; Attain business results through the implementation and management of sound internal business processes, which are cost effective and time efficient and ultimately promote good governance.

**ENQUIRIES** : Ms. Waliyya Jacobs at ☎ (018) 397 7054

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.

**CLOSING DATE** : 13 July 2009

## OTHER POSTS

**POST 25/27** : **SENIOR STATE LAW ADVISER (REF 09/121/LAS)**

**SALARY** : R421 830 – R 594 090 (Salary to be determined in accordance with experience)

**CENTRE** : Office of the Chief State Law Adviser, Pretoria/Cape Town

<b><u>REQUIREMENTS</u></b>	:	LLB or four year recognized legal qualification; At least eight years appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Experience in Constitutional Law and Administrative will be an added advantage. Skills and Competencies: Litigation; Legal Research and drafting; Advocacy; Problem solving and decision making skills; Litigation skills; Good communication skills (written and verbal); Computer Literacy; Planning and organizing skills; Analytical and report writing skills.
<b><u>DUTIES</u></b>	:	Scrutinize and certify Draft Bills of all national departments with regard to their constitutionality and drafting form and style; Appear before committees on both houses of parliament; Write legal opinions for all departments of state in the national, provincial and local sphere of government and other organs of state; Scrutinize draft international agreements and subordinate legislation; Mediate a dispute by identifying issues, developing options ,considering alternatives and advising on the process of mediation; Draft legal documents and advise on the drafting of legal documents that provide clear motivation/justification.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Godfrey Masingi ☎ (012) 315-1164
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource; Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>CLOSING DATE</u></b>	:	06 July 2009
<b><u>POST 25/28</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER (2 POSTS) (REF 09/137/CLO)</u></b>
<b><u>SALARY</u></b>	:	R219 234 – R535 287 per annum. (Salary to be determine in accordance with experience).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Chief Litigation Officer, Pretoria
	:	LLB or four year recognized legal qualification; At least eight years appropriate post qualification legal experience; Knowledge of the law, South African legal system as well as the application of International Law; Administrative management experience, A valid code EB (code 8) driver's license. Skills and Competences: Interpersonal skills; Analytical skills Project management Problem solving; Legal research and drafting skills; Excellent communication (written and verbal) skills; Computer skills; Report writing and analytical skills;
<b><u>DUTIES</u></b>	:	Investigate, Evaluate and Conduct litigation analysis; Assist, Advice and provide response to Parliamentary enquiries; Liaise with other stakeholders in the profession Provide inputs for strategic planning Render advice to improve performance. Monitor and evaluate implemented corrective action. Represent the Department and the Chief Directorate at meeting and workshop.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr I Tshabalala ☎ 012 357 - 8661
	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<b><u>CLOSING DATE</u></b>	:	13 July 2009
<b><u>POST 25/29</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL COMMUNICATION (FEATURE WRITER) (REF 09/139/PEC)</u></b>
<b><u>SALARY</u></b>	:	R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria
	:	Degree/Diploma in journalism/communication or equivalent qualification; Three years experience in writing/journalism or editing; Valid South Africans' drivers license Skills and Competencies: Excellent communication (written and verbal)skills; Excellent sub editing skills; Good listening skills; Project management; Advanced computer skills; Good Interpersonal skills; Attention to detail; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Write comprehensive, objective and well researched feature articles without jargon; Proofread and sub-edit the newsletters and intranet content; Identify new narrative ideas; Middle manager between the editor and writers. Assist in managing newsletter distribution process Conduct surveys on customer needs; Write articles on the achievements of the department and government;
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms K Ngomani ☎ (012) 357 8661
	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**CLOSING DATE** : 13 July 2009

**POST 25/30** : **FAMILY COUNSELLORS (REF 09/138/FA)**

**SALARY** : R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Family Advocate, Kimberley

**REQUIREMENTS** : Bachelors Degree in Social Work; Registration with SA Council for Social Service Professions (SACSSP); Three years experience in Social Work; Knowledge and experience in application of Mediation in Certain Divorce Matters Act and related legislation; Court experience in Expert Evidence; Knowledge of Family Law, including Mediation, Maintenance Act, Domestic Violence Act, and Children Act, etc. Knowledge of Public Service Act and Regulations; Communication in one of the African Language will be an advantage; Short-listed candidates will be subjected to security vetting process; A valid code EB driver's license and be willing to undertake a certain amount of travelling; Skills and Competencies: Computer literacy (MS Word); Good communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills Diversity and conflict handling Attention to detail.

**DUTIES** : Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations as to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and references in family law disputes; Act as intermediary in Sexual Offences cases. Draft, amend and assist parties in parenting plans and parental rights and responsibility agreements

**ENQUIRIES** : Adv M Mafojane ☎(053) 839 0047

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley,8300

**CLOSING DATE** : 13 July 2009

**POST 25/31** : **REGISTRAR (3 POSTS) (REF 43/09/LMP)**

**SALARY** : R117 300 – R134 121 per annum. (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement..

**CENTRE** : High Court, Polokwane

**REQUIREMENTS** : LLB or four year recognize legal qualification; At least 2 years appropriate post qualification legal experience. Skills and Competencies: Numeracy skills; Office management, planning and organization skills; Conflict resolution; Good communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.

**DUTIES** : Co-ordinate Case Flow Management Support Services to the judiciary and prosecution at local level; Co-ordinate issues of all processes that initiate court proceedings; Co-ordinate Interpretation services in conjunction with the interpreters within the court; Consideration of judgments by default and taxation of attorneys unopposed and opposed bills of cost; Issue, keep, check and analyse court statistics; Issue court orders, advise Judges of cases that are distributed and allocated to the courts; Manage Appeals, Reviews, Applications for request for Access to information, Court Records and all relevant registers; Authenticate signatures of legal practitioners, notaries, sworn translators and conveyancers; Any other official duties requested by the supervisor.

**ENQUIRIES** : Ms Kotze E ☎ 015 287 2040

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

**CLOSING DATE** : 13 July 2009

**POST 25/32** : **COMMUNICATION OFFICER: MEDIA LIAISON (2 POSTS) (REF 09/140/PEC)**

**SALARY** : R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : Degree/diploma in Communication/Journalism or equivalent qualification; At least one year communication experience with knowledge of communication disciplines; Proficiency in at least two official languages. Skills and

- competencies: Good interpersonal relations; Good communication skills (written and verbal); Computer literate; Creative and analytical; Ability to work independently and under pressure; Willingness to work flexible hours.
- DUTIES** : Assist in development and execution of media strategies and implementation plans; Build and maintain effective communication links with relevant stakeholders, especially the media; Organize press conferences and assist with media campaigns, projects events and other media liaison activities; Monitor news reports in all media on issues related to and affecting the department and also on television, radio and other media and scan communication environment; Write, research and collate articles and media statements for external print media; Updating the departmental media database; Compile news brief on a daily basis and submit opinion pieces and letters to the editors for publication; Facilitate media queries.
- ENQUIRIES APPLICATIONS** : Ms Khanyisa Ngomani ☎ 012 315 8661
- : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- CLOSING DATE** : 13 July 2009
- POST 25/33** : **ADMINISTRATION OFFICER (PROJECT FINANCE): PROJECT MANAGEMENT OFFICE (REF 09/143/ISM)**
- : This is a re-advertisement candidates who previously applied need not to re-apply as their application will be considered
- SALARY** : R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- : Three years Bachelor's Degree or equivalent qualification; At least one year relevant experience; Knowledge of budget compilation, and reconciliation; Knowledge of Basic Accounting System (BAS), Skills and Competencies: Effective communication (written and verbal) skills; Problem solving; Interpersonal relationship and team work; Computer literacy including MS Project and Excel; Report writing and drafting of documents; Attention to detail.
- DUTIES** : Provide financial support to ISM programme; Ensure that financial reports are completed and submitted to the office of the CFO; Manage electronic document and filing; Monitor the budget of ISM and ensure that there is no over/under spending; Ensure payments of all invoices; Filing of all payments for audit purposes; Provide monthly expenditure reports managers. Prepare financial document for payments Quality assure supporting document for payment
- ENQUIRIES APPLICATIONS** : Mr G Masingi ☎(012) 315 1164
- : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- CLOSING DATE** : 13 July 2009
- POST 25/34** : **SECRETARY (REF 09/142/CLO)**
- SALARY** : R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the Chief Litigation Officer
- : Grade 12 with typing as a subject or Secretarial Certificate will be an added advantage; Knowledge of Financial Provisioning and/or Human Resources administration procedures and processes; Knowledge of procedure and processes applied in Office Understanding of confidentiality in Government. Skills and competencies: Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables and graphs); Language skills and ability to communicate well with people at different levels and from different backgrounds; Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipments.
- DUTIES** : Make travel arrangements; Process travel and subsistence claims for the manager and members of the Unit; Coordinate Units activities and reporting; Records appointments and events in the diary of the manager; Operate office equipment like fax machines, photocopiers, etc and ensures that it is in good working order; Source information which may be of importance to the manager (e.g. newspaper, clippings, internet articles and circulars); Provides support to

manager regarding meetings; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager; Draft routine correspondence submissions, reports and other correspondence and notes; Keep a complex document filling and retrieval system.

**ENQUIRIES** : Mr I Tshabalala ☎ 012 357 - 8661  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**CLOSING DATE** : 13 July 2009

**POST 25/35** : **ADMINISTRATION CLERK (REF 09/141/PEC)**

**SALARY** : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : Grade 12 or equivalent qualification; General office administration experience. Skills and Competencies: Good communication (written and verbal) skills; Interpersonal skills; Computer literacy (Ms Office); Attention to detail.

**DUTIES** : Provide internal procurement support; Provide routine office administration; Arrange travel and accommodation; Assist with general administration duties.

**ENQUIRIES** : Ms K Ngomani ☎ (012) 315 8661

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**CLOSING DATE** : 13 July 2009

**POST 25/36** : **LIBRARY ASSISTANT (2 POSTS) (REF 09/145/LAS)**

**SALARY** : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Office Of The Chief State Law Adviser: Cape Town

**REQUIREMENTS** : Grade 12 or equivalent qualification with typing as a passed subject; Relevant experience Knowledge of Public Service rules and regulations will be an advantage; Minimum typing speed of 35 words per minute; An appropriate word processing course successfully completed; and Short-listed candidates will be required to pass a typing test. Skills and competencies: Computer literacy (MS Office); Fluency in at least two official languages, including English; Good communication (verbal and written); Accuracy and attention to detail; and Ability to deal with matters competently, professionally and tactfully.

**DUTIES** : Type correspondence and documents; Attend to queries; and Perform other duties as may be allocated from time to time; Answer telephone and take messages; JYP capturing of procurement process and forwarding manual requisition to the National Office in order to acquire a purchase order; Assist in the switchboard when there is a need; Capturing, verification and the updating of assets when new items are procured and old items shifted, and in this regard to supply the relevant information to the asset controller as soon as practicable; Maintenance and attending all matters relating to Telkom.

**ENQUIRIES** : Mr G. Masingi ☎ (012) 315 1164

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**CLOSING DATE** : 13 July 2009

**POST 25/37** : **SENIOR TYPIST (REF 09/144/LAS)**

**SALARY** : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Office Of The Chief State Law Adviser: Cape Town

**REQUIREMENTS** : Grade 12 or equivalent qualification with typing as a passed subject; Relevant experience; Knowledge of Public Service rules and regulations will be an advantage; Minimum typing speed of 35 words per minute; An appropriate word processing course successfully completed; and Short-listed candidates will be required to pass a typing test. Skills and competencies: Computer literacy (MS Office); Fluency in at least two official languages, including English; Good

communication (verbal and written); Accuracy and attention to detail; and Ability to deal with matters competently, professionally and tactfully.

**DUTIES**

: Type correspondence and documents; Attend to queries; and Perform other duties as may be allocated from time to time; Answer telephone and take messages; JYP capturing of procurement process and forwarding manual requisition to the National Office in order to acquire a purchase order; Assist in the switchboard when there is a need; Capturing, verification and the updating of assets when new items are procured and old items shifted, and in this regard to supply the relevant information to the asset controller as soon as practicable; Maintenance and attending all matters relating to Telkom.

**ENQUIRIES**

: Mr G. Masingi ☎ (012) 315 1164

**APPLICATIONS**

: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**CLOSING DATE**

: 13 July 2009