

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.

OTHER POSTS

POST 02/10 : **FAMILY ADVOCATE 2 POSTS 10/11/FA**

SALARY : R393 918 – R424 356 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Family Advocate: Cape Town

REQUIREMENTS : LLB Degree or four year recognized legal qualification; Admitted as an advocate; At least five years appropriate post qualification, litigation experience. A valid code EB driver's license. Skills and Competencies: Computer literacy (MS Word); Good communication (written and verbal) skills; Legal research and drafting; Dispute resolution and problem solving skills; Leaderships and organizational skills; Good interpersonal relations; Case flow management.

DUTIES : Execute mandate, perform all functions and duties of the Family Advocate in accordance with relevant legislation; Report to senior Family Advocate/ principal Family Advocate; Endorse settlement agreement/ commenting thereon; Institute enquiries to ascertain the best interest of the minor child, by means of ADR procedures and evaluation; Liaise with Judges, Attorneys, Psychologist, Social workers and other relevant professionals; Furnish the court with recommendations on any matter concerning the welfare of a minor child involved in a pending matter; Promote access to Family Advocate services and create public awareness; Attend all relevant circuit courts within the province.

ENQUIRIES APPLICATIONS : Adv B Bachar ☎(021) 426 1216

: 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.

CLOSING DATE : 08 February 2010

POST 02/11 : **DEPUTY DIRECTOR: STATISTICAL ANALYSIS AND REPORT: REF: 10/05/CS**

SALARY : R378 456 – R 438 687 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A degree in Statistics; Minimum of 3 years experience in Statistical Analysis and 3 years Management experience; A valid drivers License. Skills and Competencies: Computer literacy (Ms Office, SPSS & SAS software); Communication (written and verbal) skills; Organizational, interpersonal and motivating skills; Analytical and numeric skills (Financial planning); Ability to work under pressure.

DUTIES : Provide management information to support strategic and management process; Develop tools and products for the continuous monitoring and evaluation of

strategy and department performance; Establish channels for the collection of data; Render an advisory services to the Minister, Management, Magistrate Commission and the NPA; Manage the data analysis, interpretation and reporting process; Develop sampling and basic sampling statistical methods and also estimation and interpretation of resulting; Apply general statistical theory and principals

ENQUIRIES APPLICATIONS : Mr. I Tshabalala ☎(012) 357 8661
: Quoting the relevant reference number, direct your application to: Postal address: 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

CLOSING DATE : 08 February 2010

POST 02/12 : **SENIOR ASSISTANT STATE ATTORNEY 2 POSTS 10/02/SA**

SALARY : R260 976 – R399 825 per annum. (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : State Attorney: Johannesburg
: An LLB or four year recognized legal qualification; Admission as an Attorney; Right of appearance in the High Court of South Africa; At least 4 years appropriate post qualification legal/litigation experience; Valid driver's license. Skills and Competencies: Computer literacy; Strong communication (written and verbal) skills with the ability to motivate and direct people; Legal research and drafting; Case flow management; Strategic and conceptual orientation; Project management; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail;

DUTIES : Drafting of Conveyancing documents; Represent the State on Litigation in the High Court, Magistrates court, Labour Court, Supreme Court of Appeal, Constitutional Court, CCMA , and tribunals; Give effect to the Department's strategic plans, policies and prescripts; Provide supervision and training to other professional staff; Furnish legal advice and opinion; Maintain all records of work performed and provide statistics required.

ENQUIRIES APPLICATIONS : S Radebe ☎ (012) 357 8240
: Quoting the relevant reference number, direct your application to: Postal Address: 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 : 08 February 2010

POST 02/13 : **LEGISLATIVE LANGUAGE PRACTITIONER: 10 POSTS: REF: 09/ 321 / LAS**

SALARY : R240 318 - R278 994 all inclusive. The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : Office Of The Chief State Law Adviser: Cape Town
: A university degree majoring in at least one of the following official languages; Sepedi, Sesotho, Setswana, Xitsonga, Tshivenda, IsiZulu, IsiXhosa, IsiNdebele, IsiSwati and Afrikaans; A legal background will be an added advantage; Knowledge of other languages coupled with a practical understanding of the law or a legal qualification will be a recommendation; Candidate should have been involved in either providing translation services or worked as a language practitioner in at least one of the official languages. Skills and Competencies: Presentation skills; Language Proficiency; Communications skills; Computer literacy; Translations skills; Ability to work under pressure.

DUTIES : Translate legislation from English into other official languages in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Assist the office to develop legal terminology in other languages for use in legislation; Interact with PANSALB and other organizations, universities and other Language Practitioners involved in promoting the use of all official language to assist with the promotion and development of our official languages in order to make our legislation more accessible to broader South African population; Attend Parliamentary Committee meetings to assist with the simultaneous translation of amendments to legislation; Translate such other

documents as may be referred to the office from time to time; Provide language quality control mechanisms in respect of legislation; generally perform such other tasks as may be assigned to the unit.

ENQUIRIES APPLICATIONS : Mr. G Masingi ☎ (012) 315 1893

: 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.

CLOSING DATE : 08 February 2010

POST 02/14 : **OFFICE MANAGER: REF: 10/08/SA**

SALARY : R240 318 – R278 994 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : State Attorney: Port Elizabeth

: An appropriate three year degree or equivalent qualification; Three years appropriate experience of which at least one year should be in supervisory position; Knowledge of departmental strategic goals, performance reward, pay progression and backdated promotions prescripts as well as departmental policies; Knowledge of the Public service and the working of Government; Knowledge of Performance Management system in Public service; Understanding confidentiality in Government; A valid driver's license (Code 8). Skills and Competencies: Research and negotiation skills; Strategic thinking and leadership skills; Human resources skills; Communication (verbal and written) skills; Interpersonal skills; Computer literacy (Ms Office, Intranet and internet); Presentation skills; Problem solving and decision making; Customer service orientation; Ability to work independently, yet a part of a team when required and work under pressure and meet deadlines; Financial management.

DUTIES : Exercise all financial control and supervisory duties over Trust and Vote Accounts; Overall management of Agency Services, procurement of goods and services; Compile, manage and oversee the office budget and report to Budget Coach; Manage and oversee all personnel assessments and administer the leave system; Manage the library services and all state assets including machines and computers; Manage and oversee functions transport officer and the filing of vacancies; Manage and control of Secretarial Services; Manage and control security, safety and accommodation matters; Manage and oversee the proper functioning of archives and Registry Services; Maintain and compile monthly and quarterly statistics and submit to Chief Litigation Office.

ENQUIRIES APPLICATIONS : Mr S Radebe ☎ 012 357 – 8240

: Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X54301, Durban, 4000. OR Physical address: 6th Floor MetLife Building, 391 Anton Lombodo (Smith) Street, Durban, 4001.DOCX 153, Durban

CLOSING DATE : 08 February 2010

POST 02/15 : **ASSISTANT DIRECTOR: DATA COLLECTION 10/04/CS**

SALARY : R192 540 – R 223 527 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria

: Three years relevant tertiary qualification in IT Technology and/or matric with IT Certificate coupled with minimum of three years relevant IT experience with training/project management modules; Minimum of 1 year experience in rendering IT related support Services A valid drivers License. Skills and Competencies: Advanced Computer literacy (Ms Office, macro's and visual basic); Mastery of advanced Data management systems; Planning and problem solving skills; Creative and Innovative thinking skills; Accuracy and attention to detail; Language skills (oral & Written);Ability to operate/interface with information management technical systems; Inter personal and motivating skills; Research and data analysis skills; Leadership skills; General management & project management skills; Ability to work under pressure.

DUTIES : Design and develop data collection systems and survey instruments to meet identified business information requirements on MS Excel and other software

programmes; Perform coding and macros writing in Visual Basic; Administer data collection instruments (NOC Tools); Oversee the overall technical database management; Maintain system to measure performance according to established standard; Ensure timely resolution of critical issues and outages for production application; Report analysis in visual format; Working closely with IT project Managers, database programmers and Web Developers.

ENQUIRIES : Mr. I Tshabalala ☎(012) 357 8661
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: 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
CLOSING DATE : 08 February 2010

POST 02/16 : **LEGAL RESEARCHER: REF: 09/320/LAS**

SALARY : R192 540 - R 223 527 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : State Law Advisors: Cape Town
REQUIREMENTS : LLB or appropriate four year recognized legal qualification; Experience as a legal researcher will serve as a strong recommendation; Knowledge and experience in the field of Constitutional Law, Administrative Law and International Law. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Interpersonal skills; Able to handle stress and work under pressure; Organizational skills; Ability to draft reports; Ability to deal with confidential information; Research and data analysis skills; General and Project management skills; Ability to work accurately and timorously for longer hours under pressure; Ability to utilize multiple resources i.e. Visual Library (foreign law, Juta and Butterworth's products etc).

DUTIES : Carry out legal research and maintain appropriate records and systems to enable research to be accessed by others; Maintain legal and constitutional documents and ensure they are updated; Consider legal questions and plan how to go about answering it before conducting actual research; Summarise in a report, the relevant research to help answer a legal question; Locate and analyse foreign jurisprudence; Keep abreast of the law including changes in the law; Assist in the development of good office practice with regards to research; Attend to own administrative work.

ENQUIRIES : Mr. G Masingi ☎ (012) 315 1893
NOTE : African male and female are encourage to apply
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: 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
CLOSING DATE : 08 February 2010

POST 02/17 : **ASSISTANT DIRECTOR: STATISTICAL ANALYSIS AND REPORT 3 POSTS: 10/03/CS**

SALARY : R192 540 – R223 527 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria
REQUIREMENTS : A degree in Statistics; Minimum of 3 years experience in Statistical Analysis; A valid drivers License. Skills and Competencies: Computer literacy (Ms Office, SPSS & SAS software); Communication (written and verbal) skills; Organizational, interpersonal and motivating skills; Analytical and numeric skills (Financial planning); Ability to work under pressure.

DUTIES : Design and develop data collection systems and survey instruments; Manage and administer data collection instruments and surveys; Establish channels for the collection of data; Collate, analyze and interpret statistics; Produce statistical publications, report, newsletter and presentations; Develop and maintain database containing various sampling datasets; Develop sampling and basic sampling statistical methods and also estimation and interpretation of resulting; Train employees on utilization of information; Manage and control projects.

ENQUIRIES : Mr. I Tshabalala ☎(012) 357 8661

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: 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

CLOSING DATE : 08 February 2010

POST 02/18 : **INTERNAL AUDITOR: PERFORMANCE & CONTRACT 10/06/IA**

SALARY : R161 970 – R188 046 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
An appropriate three year Degree or Diploma with majors in Auditing/Internal Auditing and Accounting; One year hands-on experience; preference will be given to candidates with performance auditing experience; Candidates must possess an in-depth knowledge of the standards set by IIA; The successful candidate will be required to undergo a security clearance; The successful candidate will be required to complete a performance agreement and undergo a security clearance

DUTIES : Provide input in identifying symptoms; Assist in planning audit assignments; Conduct audit assignments in accordance with the audit methodology; Gather adequate, competent, relevant and useful audit evidence; Prepare draft reports for review by management; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activity.

ENQUIRIES APPLICATIONS : Ms M Kganyago ☎ (012) 315 1844
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.

CLOSING DATE : 08 February 2010

POST 02/19 : **ASSISTANT STATE ATTORNEY 3 POSTS 10/10/SA**

SALARY : R152 685 – R164 487 per annum. (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : State Attorney: Johannesburg
An LLB or four year recognized legal qualification; Admission as an Attorney with right of appearance in the High Court of South Africa; At least 2 years appropriate post qualification; legal/litigation experience; Valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Strong communication skills with ability to motivate and direct people; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.

DUTIES : Represent the State on Litigation in the High Court, Magistrate Court, Labour Court, Supreme Court of Appeal, Constitutional Court, CCMA and tribunals; Furnish legal advice and opinion; Give effect to the Department's strategic plans, policies and prescripts; Provide supervision and training to other professional staff; Maintain all records of work performed and provided statistics required.

ENQUIRIES APPLICATIONS : S Radebe ☎ (012) 357 8240
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 : 08 February 2010

POST 02/20 : **CHIEF ACCOUNTING CLERK 10/07 /SA**

SALARY : R130 425 – R151 425 per annum .The successful candidate will be required to sign a performance agreement

CENTRE : State Attorney: Port Elizabeth

REQUIREMENTS : A Bachelor's degree/National diploma in commerce/Administration or equivalent qualification or Grade 12 with ten years experience in Financial environment; Knowledge of Basic accounting system (BAS), JYP, PFMA and National Treasury Regulations; Knowledge of the State Attorney System (SAS) will be a recommendation; A driver's license will be an added advantage. Skills and Competencies: Computer literacy (MS office); Good interpersonal skills; Good communication skills (verbal and written); Numerical skills; Ability to work under pressure and be self-motivated.

DUTIES : Supervise State Attorney Accounting activities; Reconcile accounts; Handle inquiries both internal and external; Checking the Trust and vote accounts; Supervise and develop staff; Ensure compliance with all financial prescripts, rules and regulations; Process all requests for shifting of funds and additional funding; Ensure that JYP and BAS correspond; Manage all financial reports and funding to ensure that spending remains within the budget; Supervise State Attorney MMT; Verify availability of funds for various activities in the office; Perform ad hoc tasks from time to time.

ENQUIRIES : S Radebe ☎ (012) 357 8240
CLOSING DATE : 08 February 2010

POST 02/21 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT: REF: 10/01/CFO**

SALARY : R85 338 – R99 081 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria
REQUIREMENTS : Grade 12 with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactory; Knowledge of Financial, Supply Chain Management and/or Human Resources administration procedures and processes; Knowledge of procedure and processes applied in Office Management; 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, 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, photocopies, etc. and ensures that it is in good working order; Source information which may be of importance to the manager (e.g. news paper, 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 filing and retrieval system.

ENQUIRIES : Ms M Kganyago ☎ (012) 315 1844
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: 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.

CLOSING DATE : 08 February 2010

POST 02/22 : **REGISTRY CLERK: REF: 10/09/SA**

SALARY : R 72 138 – R 83 745. The successful candidate will be required to sign a performance agreement

CENTRE : State Attorney: Port Elizabeth
REQUIREMENTS : Grade 12 or equivalent qualification; Relevant experience; Knowledge and/ or experience of working in a legal or government office would be an advantage; Driver's license would be an advantage. Skills and Competencies: Good

DUTIES : interpersonal and organizational skills; Computer literacy; Communication skills (verbal and written) Ability to work under pressure and in a team
 : Mail Administration; Open, sort and distribute daily mail, dispatch mail, draw files, file and trace documents and maintaining files; Managing files in the Archives; Keeping and updating registers both manual and electronically Trace and maintain files; Opening and Registering of cases on the system-Hotkey; Attend to written and telephonic enquiries; Relieve the telecom Operator when necessary; Provide support to the Administration office and to the secretaries and attorneys; General office duties.

ENQUIRIES APPLICATIONS : S Radebe ☎ (012) 357 8240
 : 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.

CLOSING DATE : 08 February 2010

POST 02/23 : **LIBRARY ASSISTANT: REF: 09/319 /LAS**

SALARY : R72 138 – R83 745 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Office Of The Chief State Law Adviser: Cape Town
 : Grade 12 or equivalent qualification; One year working experience in Library; General knowledge of a legal library will be an advantage. Skills and Competencies: Good communication skills (verbal and written); Computer Literacy; Interpersonal relations; Ability to work under pressure; Customer orientation; Research and planning skills.

DUTIES : Keep library statistics on a daily basis; Insert replacement pages in the loose-leaf publications and statutes of RSA; Stamp new publications and journals; Bind and index bills; Handle library inquiries; Place publications back on the shelves; Assist with library stock taking.

ENQUIRIES APPLICATIONS : Mr G. Masingi ☎ (012) 315 1164
 : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: 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.

CLOSING DATE : 08 February 2010