

DEPARTMENT OF JUSTICE AND COSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	10 July 2017
<u>NOTE</u>	:	Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za . A Z83 form & CV must be accompanied by original certified copies of qualifications and identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

<u>POST 25/12</u>	:	<u>STATE ATTORNEY: REF NO: 17/08/SA</u> This Post is a Re-Advertisement: Candidates who previously applied are encouraged to Re-apply
<u>SALARY</u>	:	R1 068 564 – R1 277 610 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	MTHATHA
<u>REQUIREMENTS</u>	:	An LLB or Four year recognized legal qualification at NQF 7; 6 - 10 years' experience on senior managerial level; Admission as an Attorney; Minimum of 8 years litigation experience; Administrative and management experience. Skills and Competencies: Legal research and drafting; Computer literacy (MS Office share point portal, MS Outlook, JutaStat); Communication skills (written and verbal) with ability to motivate and direct people; Creative and analytical thinking; Strategic leadership capability; Performance Management; Analytical thinking, problem solving and decision making; Project management, Research and Development; Knowledge Management; Change management; Financial management.
<u>DUTIES</u>	:	Key Performance Areas: Manage and coordinate the development and implementation of the strategic and annual performance plans; Manage and facilitate the provision of representation of government on all legal and litigation matters including debt collection; Manage and facilitate the provision of conveyancing and notarial services; Manage and facilitate drafting and provision of legal opinions and contracts; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. K. Ngomani ☎ (012) 357 8661
<u>APPLICATIONS</u>	:	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, 0001.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.