

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

NOTE : 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. 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.

OTHER POSTS

POST 34/15 : **DEPUTY DIRECTOR: GUARDIAN'S FUND REF NO: 17/09/CFO**

SALARY : R657 558 – R774 576 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : A Degree in Financial Management/Accounting or equivalent qualification; A minimum of 5 years relevant experience in a financial accounting/management environment, of which a minimum of 3 years must be at junior/middle management level; Knowledge of the Public Finance Management Act and National Treasury Regulations; Knowledge of GAAP and GRAP; Knowledge and working experience on a recognized accounting software package will be an advantage; Extensive experience in bank, cash book reconciliations and Financial Statements up to Trial Balance; A valid driver's license. Skills and Competencies: Financial Management; Project Management; Ability to work in a highly pressurized environment; Strategic Management abilities; Sound analytical, statistical and problem solving; Computer literacy; Communication skills; Technical Proficiency in PDMS;

DUTIES : Key Performance Areas: Manage monthly, quarterly, interim and Annual Financial Statements in respect of the Guardian's Fund; Develop and maintain Guardian's Fund financial administrative and accounting system as well as the electronic payment system; Manage comments on audit findings, consider implementation of recommendations, develop, manage and monitor audit action plans; Manage administrative duties and project support; Develop and maintain strategies, policies and procedures; Establish and maintain effective, efficient and transparent systems of financial, risk management as well as internal control; Provide effective people management.

ENQUIRIES : Ms E. Sebelebele Tel no: (012) 357 8662

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 : 11 September 2017

- POST 34/16** : **ASSISTANT DIRECTOR: THIRD PARTY FUNDS: 4 POSTS REF NO: 17/15/CFO**
Contract appointment ending 30 September 2018
- SALARY** : R334 545 + 37% = R458 326 in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Johannesburg
- REQUIREMENTS** : A tertiary qualification in financial management or equivalent qualification at NQF level 6; A minimum of 3 years experience in a financial management environment; Knowledge and experience in Third Party Funds management at the DOJ&CD; Knowledge of Public Finance Management Act and National Treasury Regulations; Knowledge of MojaPay and JDAS/SAS operational as well as training experience; A valid driver's license. Skills and Competencies: Communication (written and verbal) skills; Computer literacy and spreadsheet skills; Reliable, responsible, accountable and believe in transparency; Ability to work under pressure and meet daily deadlines.
- DUTIES** : Key Performance Areas: Train and implement MojaPay system at all courts; Analyze, investigate, monitor, support and report on MojaPay and JDAS transactions; Provide accounting and technical office support for both MojaPay and JDAS across the Department; Participate in cleanup projects at high risk and prioritized courts; Assist and support provinces with help desk queries; Compile, consolidate, train, validate and conclude interim and annual financial statements for MojaPay and JDAS; Audit readiness, preparation and responses to audit findings.
- ENQUIRIES APPLICATIONS** : Ms E. Sebelebele Tel no: (012) 357 8662
- Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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** : 04 September 2017
- POST 34/17** : **ASSISTANT DIRECTOR REF NO: 30/17EC**
Contract appointment ending 30 September 2018
- SALARY** : R334 545 + 37% = R458 326 in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Court President, Port Elizabeth
- REQUIREMENTS** : An appropriate tertiary qualification (degree) or equivalent qualification at NQF level 6; Minimum of 3 years' experience in management; Knowledge of the Departmental strategic goals; Knowledge of the public Service and the working of the Government. skills and Competencies: Strategic thinking and leadership skills; Project Management; Research and negotiation skills; Creative and analytical; Problem solving and decision making; Conflict management; Accuracy and attention to detail; Understanding confidentiality in Government; Report writing; Communication (oral and written) skills; Computer literacy (MS Office, intranet and Internet); Presentation skills; Customer service orientation; Ability to work independently, yet as part of a team when required and work under pressure and meet deadlines; Professionalism; Policy analysis and implementation; Financial management.
- DUTIES** : Key Performance Areas: Provide support to the Regional court President in communicating strategic objectives and vision, mission and values; Supervise admin staff in the Office of the Regional court President; Manage logistical arrangements for meetings and operations; Attend to correspondences in the Regional Court Presidents office; Monitor and track business objectives ;Oversee the office's activities and resources of the Regional Court Presidents office; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mrs. Pretorius Tel no: (043) 702 7000
- Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200
- CLOSING DATE** : 04 September 2017
- POST 34/18** : **MAINTENANCE OFFICER REF NO: MR1 - MR3 4 POSTS**
Contract appointment ending 30 September 2018
- SALARY** : R174 606 + 37% = R239 210 in lieu of benefits. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Ref No: 17/69/KZN: Magistrate's Office Camperdown 1

Ref No: 17/70/KZN Magistrate's Office Kwadukuza 1

Ref No: 17/71/KZN Magistrate's Office Nongoma 1

Ref No: 17/72/KZN Magistrate's Office Vryheid 1

REQUIREMENTS

: An LLB Degree or recognized 4 year legal qualification; Extensive knowledge of the maintenance system and family law matters; Proficiency in at least two official languages; Knowledge of the Maintenance Act (Act 99 of 1998). Understanding of all services and procedures in the area of maintenance and other areas; A valid driver's licence; Skills and Competencies: Computer literacy (MS Office); Excellent Communication skills (written and verbal); Numeric skills; Communications skills; Facilitation and mediation skills; Litigation skills; legal terminology and processes in simple language skills; facilitation skills; Innovatively and work in pressurized environment.

DUTIES

: Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act. Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

ENQUIRIES

: Mr J.N. Mdaka Tel no: (031) 372 3000

APPLICATIONS

: Quote the relevant reference number and direct your application to: The Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place, Durban

CLOSING DATE

: 04 September 2017