

DEPARTMENT OF JUSTICE & 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.

MANAGEMENT ECHELON

POST 36/40 : **DIRECTOR: ASSET MANAGEMENT REF NO: 17/20/CFO**
Contract appointment ending 30 September 2018

SALARY : R898 743 - R1 058 691 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Financial Management; Asset and Fleet Management field or equivalent. 6 years' experience in Asset management environment of which 5 years should be at middle/senior management level; Knowledge of Public Finance Management Act, Treasury Regulations and other relevant prescripts; Knowledge of Supply Chain Management within the Public Sector. Skills and Competencies: Strategic Financial Management skills; Strategic Leadership capability; Communication skills (verbal & written); Computer literacy; Project Management skills; Research and Resource Management skills; Strategic Change and risk management; Presentation and facilitation skills.

DUTIES : Key Performance Areas: Develop and monitor the implementation of movable asset management strategy; Develop and implement asset disposal and auction strategy; Cost saving initiatives and optimum utilisation of vehicles and labour saving devices.; Asset accounting, reconciliations and reporting services; Identify and conduct movable asset physical verification programme (National asset verifications, self-audits and sampling); Manage transfer, leasing, rental of movable assets; Management of new asset during the on-boarding process; Asset movement control and systematic reconciliations; Management of intangible assets register; Asset disposal services, disposal governance and auction process; Manage asset capturing and allocations processes; Prevention of lease related adverse audit findings; Facilitate investigations, recording and reporting of asset theft, loss control, damage and mismanagement; Develop business cases for outright versus lease acquisition models and options; Provide inputs into the annual financial statements; Execute the audit action plan in addressing asset non-compliance; Monthly report on operational plan, risk management plan and audit action plans for the Directorate; 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 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 : 15 September 2017

OTHER POSTS

POST 36/41 : **STATE LAW ADVISER LP7- LP8 REF NO: 17/22/LD**

SALARY : R684 423 – R1 135 443 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : Legislative Development and Law reform
: LLB or 4 year recognized legal qualification; At least 5 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.

DUTIES : Key Performance Areas Plan and do research, including comparative legal research, in respect of the law of South Africa; Develop, improve and modernize the law; Develop recommendations and draft legislation for law reform; Prepare issue papers, discussion papers and reports that contain research, recommendations and draft legislation for law reform; Conduct Socio Economic Impact Assessments on research and legislative proposals; Perform other administrative duties.

ENQUIRIES APPLICATIONS : Ms. P Leshilo Tel no: (012) 357 8240
: 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 : 18 September 2017

POST 36/42 : **STATE LAW ADVISER LP7- LP8 REF NO: 17/23/LD**

SALARY : R684 423 – R1 135 443. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : National Office: Pretoria
: LLB or 4 year recognized legal qualification; At least 5 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.

DUTIES : Investigate, evaluate and draft new and amending primary and subordinate legislation which has a bearing on the line functions of the Department; Conduct Socio Economic Impact Assessments on primary and sub ordinary legislation which has a bearing on the functions of the Department; Assist and advise Parliamentary Committees in the promotion of legislation; Conduct legal research, draft memorandum, reports and government notices; Give inputs on draft legislation prepared by other Departments; Perform other administrative duties.

ENQUIRIES APPLICATIONS : Ms P Leshilo Tel no: (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 : 18 September 2017

POST 36/43 : **DEPUTY DIRECTOR: THIRD PARTY FUNDS ACCOUNTING REF NO: 17/24/CFO**
Contract Appointment Ending 30 September 2018

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

CENTRE REQUIREMENTS : National Office, Pretoria
A Degree/National Diploma (NQF level 6) in Financial Management or equivalent; A minimum of 5 years relevant experience in a Financial Accounting/Management environment of which a minimum of 3 years should be at management level; Knowledge of the Public Finance Management Act and National Treasury Regulations; Knowledge of SAP FI & PSCD; Experience in the compilation of financial statements according to GRAP Accrual principles; A valid driver's license. skills and Competencies: Good communication (written and verbal) skills; Computer literacy and spreadsheet skills (will be tested); Reliable, responsible, accountable and believe in transparency; Ability to work under pressure and meet daily deadlines; Must be able to travel extensively;

DUTIES : Key Performance Areas: Perform oversight of Financial Accounting transactions and corrections (open items); Manage General Ledger Accounts (FI & PSCD) and corrections (open items); Perform oversight over bookkeeping support services; Compile reports and other Financial Statements; Manage PERSAL maintenance deductions; Provide guidance and training to regional Third Party Funds units; Manage other ad-hoc accounting functions; Provide effective people management;

ENQUIRIES APPLICATIONS : Ms N Joseph Tel no: (012) 357 8646
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 : 15 September 2017

NOTE : People with disabilities are encourage to apply

POST 36/44 : **DEPUTY DIRECTOR: CONTRACTS, LITIGATION RISKS AND PERFORMANCE REF NO: 17/21/CFO**
Contract Appointment Ending 30 September 2018

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

CENTRE REQUIREMENTS : National Office, Pretoria
A National Diploma/Degree in Supply Chain Management, Financial Management or Business Management (with strong emphasis on Contract Law) at NQF 6; A minimum of 5 years relevant experience in a Financial Accounting/Management environment of which a minimum of 3 years should be at management level; Knowledge of SCM regulatory framework, PFM and relevant National Treasury prescript will be an added advantage; A Commercial or Contract law qualification will be an added advantage; Knowledge of SCM governance structures will be an added advantage; Legal background will be an added advantage. Skills and Competencies: Contract and SLA drafting skills; Communication skills (verbal and written); Collaborative and excellent people skills; Have flair in legalities and attention to detail and accuracy; Proactive and innovative skills; Ability to work independently and under pressure; Strong negotiation skills.

DUTIES : Key Performance Areas: Develop framework for Contract Management including Supplier Performance Management function; Implement a disciplined Contracts Lifecycle Management (CLM) culture; Facilitate negotiations process and contracting services; Provide Service level Agreement (SLA) drafting services; Provide support to SCM governance structures; Develop SCM performance management plan (efficiency analysis, improvement, standard processes and templates); Develop and implement SCM document management framework (e-filling structure, security, classification, repository, collaboration and automation); Monitor and evaluate performance against Departmental procurement goals; Detect SCM non-compliance and process risks and propose mitigation plan; Develop procedure for the implementation of National Treasury SCM reforms on SCM related case law; Research and liaison with legal services, State Attorney's office, competition commission and or public protector no SCM related case laws, precedents and verdicts to shape and informs policy development; Solidify a business case for the development of the SCM CLM module to enable end-to-end management and real-time monitoring of SCM performance.

ENQUIRIES APPLICATIONS : Ms N Joseph Tel no: (012) 357 8646
 : 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 : 15 September 2017

POST 36/45 : **SOCIAL WORKER/FAMILY COUNSELLOR - GRADE 1 – 3 REF NO: 2017/FTC/11/GP**
 Contract Appointment Ending 30 September 2018

SALARY : R226 686 + 37% = R310 559 in lieu of benefits. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : Family Advocate: Johannesburg
 : Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Appropriate experience in social work after registration with SACSSP; Knowledge and experience in Mediation; Court Experience in Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers' license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

DUTIES : Key Performance Areas 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 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 source references in family law disputes; Report on the performance to the Head of Office.

ENQUIRIES APPLICATIONS : Ms. P Raadt Tel no: (011) 332 9000
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 OR Physical Address: Regional Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg

CLOSING DATE NOTE : 15 September 2017
 : Candidates whose name appears on Part B of the Child Protection Register as mandated by the Section 123(5) of the Children's Act, 2005 need not apply.

POST 36/46 : **MAINTENANCE: OFFICER: MR1-MR4 REF NO: 17/TEMP06/NW 2 POSTS**
 Contract Appointment Ending 30 September 2017

SALARY : R174 606 - R312 510 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Delareyville and Rustenburg Magistrate Courts
 : LLB Degree or recognised 4 year Legal Qualification; Extensive knowledge of the maintenance system and Family Law matters; Proficiency in at least two official languages; Knowledge of Maintenance Act (Act 99/1988); Understanding of all services and procedure in the area of maintenance and other areas; A valid driver's licence Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy(MS Office); Numeracy Skills; Communication Skills; Facilitation and mediation skills; Litigation skills; Good interpersonal relations; Innovatively and work in pressurized environment; Ability to : Work with the public in a professional and empathetic manner; Develop a thorough understanding of all service and procedures In the area of Maintenance and other areas of Family Law; Explain legal terminology and process in simple language; Manage time effectively and develop good facilitation skills; Think and write clearly; Facilitate communication between people with Maintenance dispute.

DUTIES : Key Performance Areas: Perform the powers, duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct

proceedings in term of the Maintenance Act; Implement Bench orders; Supervision of the Family Law Section; Mentoring and Coaching; Ensure compliance with disciplinary code; Manage performed of subordinate

ENQUIRIES
APPLICATIONS

: Ms. G Tabane Tel no: (018) 397 7058
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
: 15 September 2017

CLOSING DATE