

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.

Erratum: kindly note that the following posts: State Law Adviser (Ref: 17/22/LD & Ref: 17/23/LD), advertised in DPSA vacancy circular no 36 of 2017, with the additional requirements of a Valid driver's license in both adverts. The Centre for post with Ref: 17/22/LD is at Centurion. The closing date for both is extended to the 22 September 2017

OTHER POSTS

POST 37/16 : **REGIONAL AUDIT MANAGER REF NO: 17/25/IA**

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

CENTRE : Regional Office: Bloemfontein Free State

REQUIREMENTS : A 3 years Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; Five years in internal auditing of which two years should be at Management level; Knowledge of the Public Finance Management Act (knowledge of government policies); Knowledge of the IIA Standards; A candidate must be pursuing either the Chartered Accountant (CA) or Certified Internal Auditor (CIA) designation; The successful candidates will be required to complete a security clearance; A valid driver's license. Skills and competencies: Ability conduct high level and complex performance/operational audits; Ability to work under pressure; Computer literacy; Creative, innovative, flexible and highly motivated; Ability to work independently as well as with internal and external Clients; General supervision, consultation and counseling of staff; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Develop Internal Audit three years rolling plan and annual audit plans; Ensure that audits conducted are in accordance with audit methodology and IIA standards; Plan, execute and report on complex and high level audit assignments; Lead and manage audit team to ensure that audit projects are executed and performance targets are achieved; Build and maintain relationships with all stakeholders; Manage internal audit resources.

ENQUIRIES : Mr Cecil Sibiyi Tel no: (012) 315 4561

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 Street, Pretoria.

CLOSING DATE : 02 October 2017

POST 37/17 : **ASSISTANT DIRECTOR: ARCHIVES SERVICES REF NO: 17/26/AIR**
2 years contract

SALARY : R334 545 + 37% = R458 326.65 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : 3 year tertiary qualification (National Diploma and/or Bachelor's Degree in Library Science, Information Management, Archival Studies/Records Management or NQF Level 6 qualification in the related field); Exposure to an archival and records management 3-5 years experience will be an advantage; 3 years functional experience in an Records or Archives Management environment; Knowledge in National Archives and Records Services Act; Knowledge of PFMA, PAIA, MISS, PAJA, Public Service Regulations. Skills and competencies: People management; Presentation skills; Report writing; Conflict management; Communication skills (verbal and written); Problem analysis and solving; Computer literacy.

DUTIES : key performance areas: Render effective, efficient records and archives services in accordance with the applicable Legislation; Justice codified instructions, policies and procedures; Maintain the Filing System of the Department, comply with the National Archives of South Africa Act 1996, (Act No 43 of 1996, the DFIs and the Codified Instructions "Archives", Correspondence " Postal Matters" and the Records Management Policy and Procedures; Maintain the departmental records according to the relevant prescripts and ensure disposal thereof; Manage and supervise resources (Human, financial and assets); Facilitate records management workshops.

ENQUIRIES : Mr. O. Melato Tel no: (012) 315 1351

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 : 22 September 2017

POST 37/18 : **SENIOR AUDITOR: COMPUTER AUDIT & DECISION SUPPORT REF NO: 17/27/IA**

SALARY : R334 545 – R394 065 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : A Bachelor's degree or National Diploma in Auditing, Information systems, Computer Science or related field of study; At least 3 years experience in computer auditing of which one year should be at supervisory level; The Certified Information System Auditor (CISA), Certified Internal Audit (CIA) or other professional designations will be preferred; Experience in the use of CAATS and Teammate software; Knowledge of COBIT, ITIL, COSO and IT governance framework and must also be a member of the Information Systems Audit and Control Association (ISACA) and comply with the Standards of Professional Practice of Internal Auditing or other professional standards; The successful candidate will be required to undergo a security clearance; A valid driver's licence. Skills and competencies: Analytical skills; Report writing skills; Interpersonal relations; Planning and organizing; Computer literacy; Communication (written and verbal) skills.

DUTIES : key performance areas: Conduct computer audits in accordance with the approved audit methodology ISACA and institute of Internal Auditors (IIA) Standards; Execute and report on general application control reviews on complex and high level audit assignments; Formulate and audit program based on the outcome of the preliminary survey; Coach, lead, evaluate and monitor progress on audit projects; Draft reports and build relationship with external auditors and other assurance providers; Identify opportunities and provide input through audit recommendations

for improvement of organizational efficiencies and performance; Assist with IT risk assessments.

ENQUIRIES APPLICATIONS : Mr O Melato Tel no: (012) 315 1351
: 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 NOTE : 02 October 2017
: People with disabilities are encouraged to apply.

POST 37/19 : **SENIOR AUDITOR: INTERNAL AUDIT 3 POSTS REF NO: 17/28/IA**

SALARY : R334 545 – R394 065 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Bloemfontein, Pretoria Cluster 2 and Pretoria (Silverton) Cluster 4
: An appropriate 3 year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 3 years experience in Internal Auditing of which 1 year should be as a team leader or potential to lead a team; Must be conversant with Auditing and Accounting standards; Successful candidates will be required to complete a security clearance; A valid driver's licence. Skills and competencies: Analytical skills; Report writing skills; Interpersonal relations; Planning and organizing; Computer literacy; Communication (written and verbal) skills.

DUTIES : key performance areas: Provide inputs to the enhancement of audit methodologies and technologies; Conduct research for the Internal Audit unit services and maintain a register: Monitor and update the Internal Audit training and development plan; Evaluate, monitor and report on progress on audit projects; Coach, lead, train and develop new team members on the teammate software; Review performance, provide coaching and guidance to staff; Maintain management information for the Internal Audit unit; Build relationships with clients, external auditors, other assurance providers and keep them informed on an ongoing basis;

ENQUIRIES APPLICATIONS : Mr. O. Melato Tel no: (012) 315 1351
: Quoting the relevant reference number, direct your application to: Postal address: Human Resources: The 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 NOTE : 02 October 2017
: People with disabilities are encouraged to apply.