

THE 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. 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

- 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 Building, Pretoria, 0001
- CLOSING DATE** : 20 October 2017
- 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, 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.

OTHER POSTS

- POST 40/10** : **SENIOR ASSISTANT STATE ATTORNEY, LP5-LP6 02 POSTS REF NO: 17/36/SA**
- SALARY** : R453 435 – R1 069 791 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : State Attorney: Mpumalanga
An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Provide supervision and training to other professional staff.
- ENQUIRIES** : Mr. M. Kooko ☎ (012) 315 1164
- NOTE** : People with disabilities are encourage to apply NOTE: A current certificate of good standing from the relevant law Society must accompany the application.

<u>POST 40/11</u>	:	<u>OFFICE MANAGER REF NO: 17/30/SA</u>
<u>SALARY</u>	:	R334 545 – R394 065 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Mpumalanga An appropriate 3 year degree/National Diploma or equivalent qualification; 3 years appropriate experience of which at least one year should have been at supervisory level; Knowledge of Performance Management System and Financial Management in the Public Service will be an added advantage; Knowledge of the Public Service and the working of Government; A valid driver's licence. Skills and Competencies: Communication skills verbal and written; Interpersonal skills; Computer literacy Ms. Office, Intranet and Internet; Strategic thinking and leadership skills; Conflict resolution; People management; Customer service orientation; The ability to work independently, under pressure and meet deadlines, yet a part of a team.
<u>DUTIES</u>	:	Key Performance Areas: Assist with development, implementation of operational plans linked to strategic plan; Deal with all HR and Finance matters of the office; Provide library and archive services; Manage the registry, security, office building and budget services; Compile monthly and quarterly statistics and submit to Chief Litigation Office; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M. Kooko Tel (012) 315 1164 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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 40/12</u>	:	<u>ASSISTANT STATE ATTORNEY, LP3-LP4 REF NO: 17/35/SA</u>
<u>SALARY</u>	:	R265 284 – R759 603 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Mpumalanga An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).
<u>DUTIES</u>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA, Draft legal documents and conduct legal research; Furnish legal advice and opinions; Guide and train Candidate Attorneys.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M. Kooko ☎ (012) 315 1164 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
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