

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

- CLOSING DATE** : 20 November 2017
- 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.
- 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 44/135** : **DEPUTY DIRECTOR BUDGET & DECISION SUPPORT REF NO: 17/37/CFO**
- SALARY** : R657 558 – R774 576 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENT** : National Office, Pretoria
A Bachelor's Degree/National Diploma in Finance or equivalent qualification; 5 years in financial management, budgeting & expenditure control in public sector of which 3 years at managerial level; Knowledge of the Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations, BAS (Basic Accounting System) PERSAL and Vulindlela Management System; A valid driver's licence. Skills and competencies: Good Communication skills; Interpersonal and analytical skills; Problem solving and decision making ability; Computer programmes (Ms Word, Excel Power Point); Project and Change Management; Technical expertise and quick thinking; Diagnoses action research; Strategic and conceptual orientation.
- DUTIES** : Key Performance Areas: Consolidate budget inputs of Departments MTEF, AENE & roll-over submissions; Monitor Departments expenditure patterns & reports to relevant stakeholders as per PFMA requirements; Provide advice and assistance with the costing initiatives; Monitor projected cash-flow against actual expenditure; Provide report to National Treasury and Parliament and its committees; Provide effective people management.
- ENQUIRIES** : Ms. N Joseph ☎ (012) 357 8646

POST 44/136 : **ASSISTANT DIRECTOR BUDGET & DECISION SUPPORT REF NO: 17/38/CFO**

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

CENTRE REQUIREMENTS : National Office, Pretoria

: A Bachelor's Degree or National Diploma in Finance; 3 years in financial management, budgeting & expenditure control in public sector; 2 years supervisory experience; Knowledge of PFMA, Treasury Regulations, Public Service Act and Regulations, BAS (Basic Accounting System), Persal and Vulindlela Management System; A valid driver's licence. Skills and competencies: Communication skills; Computer literate (Ms Word, Ms Excel & PowerPoint); Sound report writing and analytical skills; Ability to work under pressure, goal oriented & target oriented; Problem solving skills.

DUTIES : Key Performance Areas: Facilitate the planning and coordination of MTEF process of designated branches; Provide advice in control of the Department's budget through allocating of voted funds, monthly reports, monitoring expenditure trends and prepare budget review committee submission; Facilitate and coordinate ENE process; Provide advice on cash flow; Provide effective people management.

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

ENQUIRIES : Ms N Joseph ☎ (012) 357 8646

NOTE : People with disability are encouraged to apply

POST 44/137 : **IT CO-ORDINATOR REF NO: 150/17/WC**

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

CENTRE REQUIREMENTS : Regional Office: Cape Town

: NQF 6 (IT Diploma/ Other related Degree, with training/ project management modules NQF 6; Three (3) years' experience in rendering and IT related LAN Support service; Any accredited IT Certificate with two (2) years working experience in an IT related working environment; Project Management with two (2) years' working experience in an IT related working environment; Project Management one (1) year's experience; Network Administrator and Help – Desk first line support one (1) year experience; Training with two (2) years' experience; Systems Management with one (1) year experience. Skills and competencies: Communication (written and verbal) skills; Excellent writing skills; Training and Presentation skills; Computer literacy (MS Word, PowerPoint, Outlook and Internet, etc); Problem solving and Analysis; Change Management, Project Management and Diversity Management; Interpersonal relations; Planning and organizing; Ability to operate presentation equipment and offer lessons; Customer service orientation.

DUTIES : Key Performance Areas: Provide / conduct functional training on Business System Applications; Provide application first line support and liaison with the end – user on LAN Support; Liaise with contracted service providers at the regions; Conduct infrastructural assessment (Applications Support) and coordinate all the related activities within the region; Manage project for the rollout of Business systems and training; Provide end –user assistance with IT solutions and systems in the regions; Compile provincial reports on the IT system usage and Project Status reports.

APPLICATIONS : Please forward your application to: The Regional Head, Department of Justice and Constitutional Development, Private Bag X 9171, Cape Town, 8000 Or Physical address: Plein Park Building Mezzanine floor, Plein Street, Cape Town For Attention: Mr M Ketelo

ENQUIRIES : Ms R Hendricks Tel: (021) 462 5471

- POST 44/138** : **LEGISLATIVE LANGUAGE PRACTITIONER: ISINDEBELE REF NO: 17/40/SLA**
 (This is a re-advert candidates who previously applied are encouraged to re-apply)
- SALARY** : R226 611 - R266 943 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Office Of The Chief State Law Adviser: Cape Town
- REQUIREMENTS** : A three year tertiary qualification majoring in IsiNdebele or an equivalent qualification; Candidate should have been involved in either providing translation services or worked as a language practitioner in IsiNdebele; A legal background will be an added advantage; Knowledge of other languages coupled with a practical understanding of the law. Skills and Competencies: Presentation skills; Language proficiency; Communications skills; Computer literacy; Translations skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Translate legislation from English to IsiNdebele in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Edit Legislation in IsiNdebele; Assist the office to develop legal terminology in IsiNdebele for use in legislation; Interact with PANSALB and other relevant stakeholders involved in promoting the use of all official languages; Assist with the promotion and development of IsiNdebele as an official language; Provide language quality control mechanisms in respect of legislation; Perform any other duties as assigned by Senior Legislative Language Practitioner.
- APPLICATIONS** : 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.
- ENQUIRIES** : Ms P Leshilo 📞 (012) 357-8240
- NOTE** : People with disabilities are encouraged to apply.