

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. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement and preference will be given to the EE Target. 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.

CLOSING DATE : 15 December 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. Candidate will complete a financial disclosure form and also be required to undergo a security clearance/ personnel vetting process. The foreigner or dual citizenship holder must provide the Police Clearance certificate from his/her country of origin. If the candidate is applying for an OSD post, certificates of service must be attached to the CV.

OTHER POSTS

POST 48/25 : **OFFICE MANAGER REF: 17/51/SA**

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

CENTRE : State Attorney: Cape Town

REQUIREMENTS : 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 as part of a team.

DUTIES : 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.

ENQUIRIES : Mr. E. Seerane Tel (012) 315 1780

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, and 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.

POST 48/26 : **ADMINISTRATION OFFICER 2 POSTS**

SALARY : R281 418 – R331 497 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Polokwane (1) Ref No: 17/61/SA
Mthatha (1) Ref No: 17/62/SA

REQUIREMENTS : 3 year Degree/National Diploma in Office Management or Administration or equivalent qualification; A minimum of 3 years' experience; Knowledge of the Public Finance Management Act, DFI and Treasury Regulations; A valid driver's licence; Skills and Competencies: Computer literacy (MS Office); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently

- and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail.
- DUTIES** : Key Performance Areas: Coordinate monthly, quarterly statistics and financial reports from different sections; Assist in the drafting of the operational plans in the office; Procure goods and services and manage assets for the office; perform general supervision of administrative function; Respond to queries from internal and external stakeholder; Render assistance on Risk Management.
- ENQUIRIES APPLICATIONS** : Mr M Kooko ☎ (012) 315 1164
: 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.
- NOTE** : People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference
- POST 48/27** : **COURT INTERMEDIARY 4 POSTS**
Re-Advertisements
- SALARY** : R281 418 – R331 497 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Offices: Heilbron (1) Ref No: 17/26/FS;
Kroonstad (1) Ref No: 17/27/FS;
Botshabelo (1) Ref No: 17/ 28 /FS
Thaba Nchu (1) Ref No: 17/29/FS
- REQUIREMENTS** : Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, social work/ family counselling, child care and youth development, pediatrics, psychiatry, clinical counselling, educational psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years' working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Applicants must please indicate their language proficiency level in English, Afrikaans and any other indigenous language. (Complete section D of Z83). Skills and Competencies: Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses); Trauma and basic counselling skills; interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.
- DUTIES** : Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support service in court.; Assist children to testify with the aid of anatomically-detailed dolls.
- ENQUIRIES APPLICATIONS** : Ms. NM Dywili ☎ (051) 407 1800
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, OR hands deliver @ Colonial Building, 53 Charlotte Maxeke Street, Bloemfontein 9301.
- NOTE** : Language proficiency testing will be conducted during the interviews. Youth, women and people with disabilities are encouraged to apply. Preference will be given to candidates in line with Regional EE target.
- POST 48/28** : **ASSISTANT STATE ATTORNEY, (LP3-LP4): 11 POSTS**
- SALARY** : R265 284 – R759 603. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Johannesburg (2), Ref No: 17/43/SA
Thohoyandou (1) Ref No 17/55/SA,
East London (1) Ref No: 17/56/SA,
Durban (2) Ref No: 17/42/SA,
Pretoria (1) Ref No: 17/60/SA,

		Kimberley (2) Ref No: 17/52/SA, Mahikeng (1) Ref No: 17/53/SA Bloemfontein (1) Ref No: 17/54/SA
<u>REQUIREMENTS</u>	:	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/settle all types of agreements on behalf of the various clients; Furnish legal advice/ opinions and contracts; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collection; Attend to liquidation, insolvency queries, register trust and companies.
<u>ENQUIRIES</u>	:	Mr E Seerane ☎ (012) 315 1780, Mr G Kooko ☎ (012) 315 1164 and Ms K Ngomani ☎ (012) 357 8661
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application. Separate applications must be made quoting the relevant reference
<u>POST 48/29</u>	:	<u>ASSISTANT STATE ATTORNEY, (LP3-LP4) 04 POSTS</u>
<u>SALARY</u>	:	R265 284 – R759 603. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Durban (1) Ref No: 17/41/SA Cape Town (2) Ref No: 17/57/SA Pretoria (1) Ref No: 17/59/SA:
<u>REQUIREMENTS</u>	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court; Conveyancing will be an added advantage; 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, High, Labour, CCMA, Supreme Court of Appeal, Constitutional Courts, Land Claims, Tax and Tax Tribunals; Draft legal documents and conduct legal research; Draft and/or settle all types of contracts on behalf of the various client departments; Preside over all forms of arbitration, including inter-departmental arbitrations; Furnish legal advice and opinions; Guide and train support staff.
<u>ENQUIRIES</u>	:	Mr E Seerane ☎ (012) 315 1780, Mr G Kooko ☎ (012) 315 1164 and Ms K Ngomani ☎ (012) 357 8661
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application. Separate applications must be made quoting the relevant reference