

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.

CLOSING DATE : 23 February 2018
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. 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. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin.

OTHER POSTS

POST 05/28 : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 18/03/CFO**
12 Months Contract

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

CENTRE : National Office: Pretoria

REQUIREMENTS : Appropriate three year Degree /National Diploma in Financial Accounting/Management or equivalent qualification at NQF6; A minimum of 6 years' experience in the field of Finance of which 3 years must be at supervisory (ASD) level and include extensive Internal Control experience; Knowledge of Financial, Provisioning and/or Administration procedures and processes; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulation, PPPFA, Public Service Act and other related legislative prescripts; A valid driver's licence. Skills and Competencies: Computer literacy (MS Word, Excel, AS, SCM systems and Persal); Planning and organizing skills; Interpersonal relations and communication skills (verbal and written); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Ability to analyse and solve problems; Quality and staff management skills; Committed, flexible and reliable.

DUTIES : Key Performance Areas: Manage the process of detecting and preventing financial non-compliance within the Department; Responsible for maintaining irregular, fruitless and wasteful expenditure for the Department; Identify potential risks and control weaknesses within department and assist managers with the implementation of action plans to strengthen internal controls; Review policies, procedures and delegations to identify and improve on internal control measures; Provide effective people management.

ENQUIRIES : Ms Qhamakoane M. ☎ (012) 357 8591

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.

- POSTS 05/29** : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 18/04/CFO**
12 Months Contract Appointment
- SALARY** : R334 545 + 37% = R458 326 in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : 3 years Degree/ National Diploma in Financial Accounting/ Financial Management or equivalent qualification at NQF6; A minimum of 3 years relevant experience in the field of Finance which must include Internal Control and experience as a State Accountant; Knowledge of Financial Provisioning and/ or Administration procedures and processes; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other legislative prescripts; A valid driver's licence. Skills and Competencies: Computer literacy (MS Word, Excel, BAS, SCM systems and Persal); Planning and organising skills; Good interpersonal relations and communication skills; Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Problem solving skills.
- DUTIES** : Key Performance Areas: Investigate and report all Irregular, Fruitless and Wasteful Expenditure and unauthorized expenditure within the Department; Monitor and review CFO Branch policies, standards operating procedures, delegations of authority and internal controls; Report on financial statements and information management; Provide effective people management;
- ENQUIRIES** : Ms E. Zeekoei ☎ (012) 315 1436
- 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.
- POST 05/30** : **ASSISTANT DIRECTOR REF NO: 18/02/LD**
- SALARY** : R334 545 –R394 065 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : South African Law Reform Commission: Centurion
- REQUIREMENTS** : An appropriate 3 year Degree/ National Diploma in Public Administration or equivalent; A minimum of 3 years' experience in Administration environment; Knowledge of PFMA and Supply Chain Management processes; Knowledge of Project Management. Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and Outlook); Communication skills (verbal and written);Interpersonal relations; Ability to work independently and under pressure; Report writing skills; Ability to interpret and apply policies; Analytical skills; Planning and organizing
- DUTIES** : Key Performance Areas: Provide support to administrative processes of the South African Law Reform Commission; Manage assets within the office of the Commission; Manage finance and procurement of goods and services; Provide effective people management.
- 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 Building, Pretoria, 0001.
- ENQUIRIES** : Ms P. Leshilo ☎ (012) 357–8240
- POST 05/31** : **MAINTENANCE OFFICERS MR 1 MR 2) 2 POSTS**
- SALARY** : R174 606 = R258 672 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office Atlantis Ref No: 152/17/WC
Magistrate Office Ceres Ref No: 153/17/WC
- REQUIREMENTS** : An LLB Degree or recognized 4 year legal qualification; Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Knowledge of the Maintenance Act (Act 99 of 1998); Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver's licence; Skills and Competencies: Computer literacy; Excellent communication skills (written and verbal); Ability to work with the public in a professional and empathetic manner; Develop a thorough

understanding of all services procedures, involved in the area of Maintenance and other areas of Family Law ; Explain legal terminology and processes in simple languages; Manage time effectively; Processes in simple languages and develop good facilitation; Think and write clearly; Think innovatively and work in pressured environment ; Assist the court in the conducting of Maintenance enquiries; Facilitate communication between people with Maintenance disputes.

DUTIES

: Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Ensure implementation of Bench Orders.

ENQUIRIES

: Mr R Hendricks (021) 462 5471

APPLICATIONS

: Please forward your application to: The Regional Head, Department of Justice and Constitutional Development, Private X9171, Cape Town, 8000. Or Physical Address: Mezzanine Floor, Plein Park Building, Plein Street, Cape Town, 8000.

FOR ATTENTION

: Mr M Ketelo

NOTE

: Separate application must be made per each center and quoting the relevant reference number