ANNEXURE I

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.

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 Street, Pretoria.

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