

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.

- 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.
- CLOSING DATE** : 05 March 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. 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. 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.

MANAGEMENT ECHELON

- POST 07/12** : **MASTER: REF NO: 18/17/MAS**
- SALARY** : R948 174 – R1 116 918 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of the High Court: Durban
- REQUIREMENTS** : An LLB Degree or 4 years recognized legal qualification at NQF level7; 5 years' experience should be at middle/ senior management level; Experience in the functional fields and services provided by the Masters of the High Court; Knowledge and experience in the Master's environment; Knowledge of the Administration of Estate Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; A valid driver's licence skills and competencies: Financial management; Leadership; Strategic and conceptual orientation; Communication skills; Change management; People development and empowerment; Project management; Time management; Ability to work in a highly pressurized environment; Computer literacy.
- DUTIES** : Monitor and improve the administration of Guardian Funds service; Manage, monitor and improve the administration of insolvency services; Monitor and improve the administration of deceased estates services and trust services; Manage, monitor and improve the administration of curatorship services; Provide strategic leadership and guide the roll-out of PEAS (Paperless Estate Administration System) to strategic service points within the jurisdiction of the office of the Master Durban.
- ENQUIRIES** : Mr Lehong Tel. ☎ (012) 357 1264

OTHER POSTS

- POST 07/13** : **SENIOR ASSISTANT STATE ATTORNEY: (LP5-LP6) REF NO: 18/18/SA 03 POSTS**
- 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: Durban
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** : 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, convincing 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
- POST 07/14** : **OFFICE MANAGER: REF NO: 18/08/MAS**
- SALARY** : R334 545 –R394 065 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the high court: Cape Town
Bachelor's Degree/ National Diploma in Office Administration or equivalent qualification; At least 3 years experience in administration of which 1 year should be at supervisory level; Knowledge of all legislation and policies that inform the Department's administrative support activities; Knowledge of the core functions of the Masters Office; A valid driver's license. Skills and competencies Communication skills (verbal and written); Computer literacy (MS Office); Financial management; Leadership and management skills; Analytical and presentation skills; Negotiation and numerical skills.
- DUTIES** : Key Performance Areas: Prepare all financial reports prescribed and required by management in accordance with general accepted administration practice; Provide required office administrative expertise; Direct and manage projects, implement control over computers or other systems and processes aimed at improving the Masters Office; Ensure service level agreements are adhered to; Provide effective people management.
- ENQUIRIES** : Mr S maeko ☎ (012) 315–1996
- POST 07/15** : **ASSISTANT DIRECTOR: LGBTI PROGRAMME REF NO: 18/19/CD**
12 Months Contract
- SALARY** : R334 545 + 37% = R458 326 in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office Pretoria
A Bachelor's Degree/ National Diploma in Social Science or Equivalent qualification; A minimum of 3 years' experience in the management of pending hate crime cases within the criminal justice system; Knowledge of the National Intervention Strategy for Lesbians, Gays, Bisexuals, Transgender and Intersex (LGBTI) Sector and related matters; Knowledge about the work of the National Task Team on Gender and Sexual Orientation-Based Violence Perpetrated against LGBTI Persons; Knowledge and understanding of Public Finance Management Act, Research and Human Rights will be an added advantage; A

valid driver's licence. Skills and Competencies: Computer literacy (Ms Office); Good Interpersonal skills; Dispute Resolution; Report writing and problem solving; Project Management; Research and analytical skills; People management and empowerment; Stakeholder management and empowerment; Willingness to work overtime when required; Communication (verbal and written) skills; Stakeholder engagement skills.

DUTIES : Provide assistance in the general management of LGBTI hate crime cases and related matters in the Unit; Assist in the execution of certain initiatives in the LGBTI Unit; Assist in the initiation and execution of research and related initiatives aimed at promoting and projecting the Constitutional rights of LGBTI persons; Assist and co-ordinate in the implementation of the National Intervention Strategy on LGBTI issues that fall within the mandate of the department; Assist in management of the LGBTI's budget and expenditure, including monitoring and reporting; Assist in drafting and submitting regular progress reports to the Deputy Director; Establish and maintain stakeholder relations with members of the National Task Team especially SAPS, NPA and civil society organizations.
ENQUIRIES : Ms M Kganyago 📞 (012) 315 1844

POST 07/16 : **ASSISTANT STATE ATTORNEY 2 POSTS**

SALARY : 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.

CENTRE : Port Elizabeth Ref No: 18/23/SA/
Cape Town Ref No: 18/22/SA

REQUIREMENTS : 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. Skill and competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

DUTIES : 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 support staff.

ENQUIRIES : MS Ngomani (012) 357 8661

POST 07/17 : **ASSISTANT MASTER MR3 MR5 REF NO: 18/16/MAS**

SALARY : R226 227- R818 301 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Master of the high Court: Johannesburg

REQUIREMENTS : LLB Degree or four years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master's of the High Court skills and competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.

DUTIES : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust, Curatorship and the operations regarding the Guardian's Fund; Provide strategic direction to the office; Ensure that departmental policy, procedures and legislations are implemented; Manage the operations regarding the Guardian's Funds and resources in the office; Ensure continuous quality improvement of processes and policies.

ENQUIRIES : Mr C Msiza (012) 315 4754

POST 07/18 : **ESTATE CONTROLLER ECI 14 POSTS**

SALARY : R174 606 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Kimberly Ref No: 18/06/MAS (02 Posts)
Cape Town Ref No: 18/07/MAS (01 Post)
Durban Ref No: 18/09/MAS (01 Post)
Port Elizabeth Ref No 18/10/MAS (02 Posts)
Nelspruit Ref No 18/13/MAS (02 Posts)
Bloemfontein Ref No 18/14/MAS (03 Posts)
Johannesburg Ref No 18/15/MAS (03 Posts)

REQUIREMENTS : An LLB degree or recognized four legal qualification; skills and competencies
Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES : Administer deceased- and insolvent estates, Curatorships, Trusts and all aspects related to the administration thereof; Render professional service to clients in line with the service level agreements; Identify and report opportunities or problems that may impact on service level agreements or effectiveness of operations to the Assistant Master; Provide effective people management; Prepare all monthly management and court reports in the prescribed formats;

ENQUIRIES : MS Ngomani (012) 357 8661