

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. 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.

CLOSING DATE : 16 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.
ERRATUM: Kindly note that the following posts: Master (REF: 18/17/MAS) and Estate Controllers: Various Offices (14 Posts) published on the Circular No. 07 of 2018 dated 14 February 2018 with incorrect Enquiries: the correct Enquiries is as follows: For Master is Mr M. Lehong (012) 315 1264 and for Estate Controllers is: Enquiries: Mr C. Msiza ☎ (012) 315 4754 Mr M. Lehong (012) 315 1264 Mr S. Maeko (012) 315 1996

MANAGEMENT ECHELON

POST 09/27 : **HEAD OF THE OFFICE OF THE DIRECTOR-GENERAL REF NO: 18/25/DG**
 Chief Director: Executive Support and Intergovernmental Relations

SALARY : R1 127 334 – R1 347 879 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An appropriate qualification (NQF level 7) as recognized by SAQA (a legal qualification will be advantageous); At least 5 years' experience at Senior Managerial level, of which 3 years should be in the public sector; Skills and Competencies: Strategic capacity and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : key performance areas Provide general management (Strategic and Operational) of the Office of the Director-General; Manage and coordinate the provision of EXCO secretariat support services; Manage the coordination of international cooperation and developmental partnership services; Manage the coordination of entity oversight and interface and cluster coordination services; Manage administrative support services in the office of the Director-General (ODG).

ENQUIRIES : Mr. M Kekana Tel: (012) 357 8023

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.

NOTE : (The incumbent will be expected to, from time to time, provide support to the Director-General in the Cape Town Office)

OTHER POSTS

- POST 09/28** : **SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: 18/27/CD**
- SALARY** : R420 909 – R1 023 054 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- REQUIREMENTS** : An LLB degree or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience; Knowledge of the Constitution of the Republic of South Africa; South African Human Rights Acts, the Promotion of Equality and Prevention of Unfair Discrimination Act and the Equality Act; Knowledge of the South African Legal system and legal practices with specific reference to civil litigation relating to the right to equality; Knowledge and experience in office administration; Experience in providing legal support and to raise awareness on the promotion of equality and the usage of Equality Courts; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Computer literacy; Planning and interpersonal relations skills; Communication and report writing skills; Innovative and analytical thinking.
- DUTIES** : key performance areas: Manage the secretarial, legal and administrative duties for the Equality Review Committee (ERC) to ensure that the ERC's statutory mandate is achieved; Analyze statistics received on equality courts cases from the Department's National Operation Centre (NOC system); Advise the Minister, Director-General, Regional Heads, Office of the Chief Justice and Office of the Magistrate Commission and other role players on trends resulting from statistics received from the NOC system; Provide reports on resolutions made from all meetings on behalf of the Department, the Equality Review Committee and other Forums involving the promotion of Equality; Liaise with all relevant stakeholders including members of public and raise awareness on Equality Act and the usage of Equality Courts; Manage and deal with complaints from members of the public and the media on the effectiveness and efficiency of the equality Courts; Provide advice to the Minister, Deputy Minister, Director-General and other role players on measures taken to promote the Equality Act and the Equality Courts; Handle ad hoc tasks in line with instructions from Senior Management; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr Bheki Sibiyi (012) 315 1456
- : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: The 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.
- POST 09/29** : **ASSISTANT STATE ATTORNEY, LP3-LP4 REF NO: 18/24/SA 2 POSTS**
Re-Advertisement
- 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 REQUIREMENTS** : State Attorney: Cape Town
- : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; A minimum of 2 years' experience in conveyancing and notary; Admission as a conveyancer and notary will be an added advantage; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Communication skills (written and verbal) with the ability to motivate and direct people; Creative and analytical; Problem solving and conflict management; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Draft, prepare and register conveyancing and notarial documents; Draft legal documents and conduct legal research; Furnish legal advice/opinion and contracts; Give effect to the Department's Strategic Plan, policies and prescripts; Provide supervision and training to other professional staff; Maintain record of work performed and provide statistical required; Perform functions normally performed by a conveyance and notary.
- ENQUIRIES** : Mr. E Seerane 📞 (012) 315 1780

- 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 Building, Pretoria, 0001.
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 09/30** : **LEGAL ADMINISTRATION OFFICER MR1 – MR5 REF NO: 18/26/CD**
- SALARY** : R174 606 – R818 301 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An LLB Degree or 4 year recognized legal qualification; Knowledge of Constitution of the Republic of South Africa, South African Human Rights Acts, the Promotion of Equality and Prevention of Unfair Discrimination Act and the Equality Act, Knowledge and experience in office administration; Experience in providing legal support and to raise awareness on the promotion of equality and the usage of Equality Courts; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Computer literacy; Planning and interpersonal relation; Communication (report writing and verbal); Innovative and analytical thinking.
- DUTIES** : Key Performance Areas: Support the management of secretarial, legal and administrative duties for the Equality Review Committee (ERC); Analyze statistics received on equality courts cases from the Department's National Operations Centre (NOC system); Advise relevant stakeholders and management on trends resulting from statistics received from the NOC system; Provide reports on resolutions made from all meetings attended on behalf of the Department, the Equality Review Committee and other Forums involving the promotion of Equality; Manage and deal with complaints from members of the public and media on the effectiveness and efficiency of the equality Courts; Advise the Minister, Deputy Minister, Director-General and other role players on measures taken to promote the Equality Act and the Equality Courts; Handle ad hoc tasks in line with instructions from Senior Legal Administration Officer.
- ENQUIRIES** : Mr Bheki Sibiyi ☎ (012) 315 1456
- 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