

## 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. 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** : 09 April 2018  
**NOTE** : Interested applicants may visit the following website: [www.justice.gov.za](http://www.justice.gov.za) or [www.dpsa.gov.za](http://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](http://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.

## MANAGEMENT ECHELON

**POST 12/27** : **REGIONAL HEADS: 3 POSTS**

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

**CENTRE** : Regional Offices:  
 Gauteng, REF NO: 18/45/GP/CS (1)  
 Eastern Cape (1) REF NO: 18/46/EC/CS  
 Kwazulu-Natal (1) REF NO: 18/47/KZN/CS

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA/ LLB, At least 5 years' experience at senior managerial level; Relevant work experience in the field of public administration, understanding of Constitutional matters and International law will be an added advantage; knowledge of criminal, civil and family cases; Knowledge of service delivery, improvement models and human resource practices; Knowledge of Legal and Administration Processes; Knowledge of the Public Finance Management Act, 1999, prescripts and Regulations; A valid driver's licence. Skills and Competencies: Strategic Capabilities and leadership; Performance management; Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Communication skills.

**DUTIES** : Manage the administration of court support operations, security services and facilities management; Manage the provisioning of legal advisory and administration services; Manage effective utilization of resources in the Regional Office; Manage and monitor the provision of human resource management services; Build and maintain professional relationships with internal and external stakeholders within the region and act as a representative of the Department in relevant provincial structuring; Take leadership and overall management of the region to ensure high standard of performance are maintained and service delivery is continually improved.

**ENQUIRIES** : Ms M Kganyago ☎ (012) 315 1844

**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** : Preference will be given to women and people with disability. Separate applications must be made for each Regional Office interested for and quoting the relevant reference number

<b><u>POST 12/28</u></b>	:	<b><u>DIRECTOR: COURT OPERATIONS 4 POSTS</u></b>
<b><u>SALARY</u></b>	:	R948 174 – R1 116 918 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Regional Offices: Gauteng (1), REF NO: 18/41/GP/CS Northern Cape (1) REF NO: 18/42/NC/CS, Western Cape (1) REF NO: 18/43/WC/CS East London (1) REF NO: 18/44/EC/CS
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Administration as recognised by SAQA, At least 6 years' experience of which 5 years must be at middle/senior managerial level; Knowledge of legislation, prescripts and Frameworks of the Public Service; Experience in Court Management will be an added advantage; Experience in Infrastructure and Property will be an added advantage; A valid driver's licence. Skills and Competencies: Strategic Capabilities and leadership; Performance management; Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Communication skills.
<b><u>DUTIES</u></b>	:	Manage court operations, case flow and administrative support; Manage court facilities, security service and monitor risk areas at courts environment in the Region; Manage quality assurance and auxiliary services in the Region; Manage court stakeholders, customer relations and effective utilization of resources in the Region; Manage efficient language and interpreting services for all courts in the Region; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Gauteng: Mr S T Ledwaba ☎ (011) 332 9015 Northern Cape: Ms C Adams ☎ (053) 802 1343 Western Cape: Ms R Hendricks ☎ (021) 462 5471 Eastern Cape: Mr M Mthombeni ☎ (043) 721 2783
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Preference will be given to women and people with disability. Separate applications must be made for each Regional Office interested for and quoting the relevant reference number
<b><u>POST 12/29</u></b>	:	<b><u>DIRECTOR: HUMAN RESOURCE 3 POSTS</u></b>
<b><u>SALARY</u></b>	:	R948 174 – R1 116 918 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Regional Office Western Cape (1), REF NO: 18/35/WC/HR Gauteng (1) REF NO: 18/36/GP/HR East London (1) REF NO: 18/37/EC/HR
<b><u>REQUIREMENTS</u></b>	:	A undergraduate qualification (NQF Level 7) as recognized by SAQA; At least 6 years human resource experience of which 5 years must be at middle/senior management level; Knowledge of legislation prescripts and frameworks of the department; A valid driver's license; Skills and Competencies: Strategic Capabilities and leadership; Project Management Planning and organizing; Financial management and change management; Research and Knowledge management; Service Delivery Innovation; Analytical and problem solving; People management and Empowerment; Client Orientation and customer focus; Communication skills; Computer Skills (MS Office) Presentation and facilitation.
<b><u>DUTIES</u></b>	:	Manage the implementation of human resource related function in the Region; Manage the Development and implementation of strategic human resources processes and HR policies in the Region; Manage and facilitate the efficient labour relation services in the Region; Administer organization development; Facilitate Health and Wellness Programme; Manage performance and skills development programmes; Manage effective utilization of resources in the Region.
<b><u>ENQUIRIES</u></b>	:	Ms M Kganyago ☎ (012) 315 1844
<b><u>APPLICATIONS</u></b>	:	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:
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- POST 12/30** : **DIRECTOR: FINANCE 3 POSTS**
- SALARY** : R948 174 – R1 116 918 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office:  
Northern Cape (1), REF NO: 18/38/NC/CS  
Free State (1) REF NO: 18/39/FS/CS  
Western Cape (1) REF NO: 18/40/WC/CS
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Finance/B.Com in Public Finance or Auditing recognized by SAQA; Five (5) years' experience at middle/senior managerial level; Experience in revenue & debt management and financial reporting; Knowledge of Public Financial Management Act (PFMA), Treasury Regulations, Generally Accepted Accounting Practice other (GAAP) and Public Services Regulations; A valid driver's license. Skills and Competencies: Strategic capabilities and leadership; Project management; Planning and organizing; Financial management and change management; Research and knowledge management; Service delivery innovation; Analytical and problem solving; People management and empowerment; Client orientation and customer focus; Communication skills; Computer skills (Ms Office) presentation and facilitation.
- DUTIES** : Manage the design, implementation and maintenance of the Regions strategic plans; Ensure that sound internal controls and reporting systems are in place for the attainment of strategic goals; Ensure effective management of accounts receivables as well as the implementation and maintenance of debt risk management systems; Manage the compilation of accounts receivable financial reports and all clients are timely billed; Manage compilation of financial reports and GAAP accounting of leases; Provide management support to the line manager with compilation of annual financial statements and collate all the regions sub-directorate financial reports; Oversee timely resolution of audit queries and facilitate capacity building initiatives.
- ENQUIRIES** : Northern Cape: Ms C Adams ☎ (053) 802 1343  
Western Cape: Ms R Hendricks ☎ (021) 462 5471  
Free State: Ms M Mofubelu ☎ (051) 407 1806
- 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.
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