

## DEPARTMENT OF JUSTICE &amp; 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** : 21 May 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 18/12** : **DIRECTOR: INTERNATIONAL LEGAL RELATIONS: REF NO: 18/52/CD**

**SALARY** : R948 174 – R1 116 918 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in International Law/Relations as recognised by SAQA/LLB; Experience in narrative report drafting, legal and academic research; At least 6 years' of relevant work experience of which 5 years must be at middle/senior managerial level; 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; Drafting of narrative reports; Legal and academic research.

**DUTIES** : Manage and coordinate liaison and cooperation with States, including Regional, Continental and International organizations/agencies on justice, constitutional and legal affairs within the international context; Manage and coordinate Commonwealth, Africa and SADC matters pertaining to the administration of justice, human rights and other legal matters; Manage and facilitate interaction with other international bodies such as the United Nations (UN), The Hague Convention, The International Institutes on the Unification of Private Law (UNIDROIT), Africa & Asian Legal Consultative Organizations (AALCO) and related bodies on constitutional and legal affairs; Prepare documents and memoranda for the signing and ratification of treaties/instruments on justice, human rights and other legal matters for Cabinet and Parliament; Manage and coordinate negotiations of bilateral and multilateral treaties on constitutional and legal matters; Provide effective people management.

**ENQUIRIES** : Ms M Kganyago Tel No: (012) 315 1844

**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** : Preference will be given to women and people with disability.
- POST 18/13** : **MASTER: REF NO: 18/51/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: Grahamstown
- REQUIREMENTS** : An LLB Degree or 4 years recognised legal qualification at NQF level 7; 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 Corporation Act, Trust Property Control Act and other relevant legislation; A valid driver's license. 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) of strategic service points within the jurisdiction of the office of the Master Durban.
- ENQUIRIES** : Mr C. Msiza Tel No: (012) 315 4754
- 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.
- NOTE** : People with disability are encouraged to apply. Preference will be given to women and people with disability.
- POST 18/14** : **DIRECTOR: ASSET MANAGEMENT: REF NO: 18/48/CFO**  
(Re-Advertisement: previous applicants need to re-apply)  
(12 Months Contract Appointment)
- SALARY** : R948 174 – R1 116 918 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : A Degree in Financial Management, Asset Management field or equivalent (NQF level 7) as recognized by SAQA; 6 years' experience in Asset Management environment of which 5 years should be at middle/senior management level; Knowledge of Public Finance Management Act, Treasury Regulations and other relevant prescripts; Knowledge of Supply Chain Management within the Public Sector. Skills and Competencies: Strategic Financial Management skills; Strategic Leadership capability; Communication skills (verbal & written); Computer literacy; Project Management skills; Research and Resource Management skills; Strategic Change and risk management; Presentation and facilitation skills.
- DUTIES** : Ensure a complete, accurate and consolidated asset register for owned & leased assets; Manage and oversee the disposal process within the department; Monthly reconciliation between the Basic Accounting System (BAS), Procurement System and the Asset Register; Provide accurate and complete financial information for compilation of the financial statements pertaining to leases and owned assets; Provide asset management advice, support to the department and manage the Directorate according to defined management functions and standards.
- ENQUIRIES** : Ms S. Bezuidenhout Tel No: (012) 315 1090
- 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.  
People with disabilities are encouraged to apply

**NOTE**

**OTHER POST**

**POST 18/15** : **DEPUTY DIRECTOR: CONTRACTS, LITIGATION RISKS AND PERFORMANCE REF NO: 18/49/CFO**  
(12 Months Contract Appointment)

**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** : A National Diploma/Degree in Supply Chain Management, Financial Management or Business Management (with strong emphasis on Contract Law) at NQF 6; At least 3 years working experience in the Contract Management and Supplier Performance Monitoring environment; Knowledge of SCM regulatory framework, PFM and relevant National Treasury prescript will be an added advantage; A Commercial or Contract law qualification will be an added advantage; A working knowledge of SCM government structures and Legal background will be an added advantages. Skills and Competencies: Contract and SLA drafting skills; Communication skills (verbal and written); Collaborative and excellent people skills; Have flair in legalities and attention to detail and accuracy; Proactive and innovative skills; Ability to work independently and under pressure; Strong negotiation skills.

**DUTIES** : Develop framework for Contract Management including Supplier Performance Management function; Implement a disciplined Contracts Lifecycle Management (CLM) culture; Facilitate negotiations process and contracting services and contract dispute process. Draft of Service level Agreement (SLA); Provide support to SCM governance structures; Develop SCM performance management plan (efficiency analysis, improvement, standard processes and templates); Develop and implement SCM document management framework (e-filing structure, security, classification, repository, collaboration and automation); Monitor and evaluate performance against Departmental procurement objectives and report thereof; Detect SCM non-compliance and process risks and propose mitigation plan and report progress thereof; Develop procedure for the implementation of National Treasury SCM reforms on SCM related case law; Research and liaison with legal services, state attorney's office, competition commission and or public protector on SCM related case laws, precedents and verdicts to shape and informs policy development; Solidify a business case for the development of the SCM CLM module to enable end-to-end management and real-time monitoring of SCM performance.

**ENQUIRIES** : Ms S Bezuidenhout Tel No: (012) 315 1090  
**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.

**NOTE** : People with disabilities are encourage to apply