

## 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 license is a requirement.*

**CLOSING DATE** : 22 June 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 license 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.

## OTHER POSTS

**POST 22/31** : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: 18/58/CFO**  
 Re-Advertisement

**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 Bachelor's Degree/National Diploma in Finance or Business Management/Administration; At least 3 years in finance environment; 3 years at managerial level; Knowledge of the Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations, BAS (Basic Accounting System) PERSAL and Vulindlela Management System; Knowledge and experience in commercial finance functions; A valid driver's licence. Skills and Competencies: Good Communication skills; Interpersonal skills; Sound report writing and analytical skills; Supervisory skills; Ability to work under pressure and independently; Problem solving and decision making ability; Knowledge of computer programmes such as (Ms Word, Excel & Power Point); Goal and target orientated.

**DUTIES** : Manage the budgetary process; Consolidate Budget inputs according to requirements; Control shifting of funds, review and monitor the allocated budget; Provide reports to National Treasury and Parliament & its committees; Prepare, check and evaluate the consolidated adjustment estimates, ENE, MTEF Rollover and Cash flow; Provide effective people management.

**ENQUIRIES** : Ms. E Sebelebele Tel No: (012) 357 8662

**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 Street, Pretoria.

- POST 22/32** : **SENIOR LECTURE: INFORMATION TECHNOLOGY BUSINESS APPLICATION**  
**REF NO: 18/54/JC**  
12 Months Contract Appointment
- SALARY** : R657 558 – R774 576 (All inclusive). The successful candidate will be required to sign a performance agreement
- CENTRE** : Pretoria: Justice College
- REQUIREMENTS** : A National Diploma/Degree in Information Technology or equivalent qualification related to information technology; 3 years' experience in training environment at supervisory level; Advanced certificate in End user training at NQF level 6; Knowledge of and experience in applying formal training methodologies, standards frameworks and tools; Certificate in advanced end user computing skills; A valid driver's license. The following will serve as an added advantage: Honors degree; Assessor or moderator Certificate; Experience in curriculum development. Skills and Competencies: Communication (written and verbal skills); Project management skills; Business analysis; Facilitation skills; Creative and analytical; Research skills; Change management; Ability to work under pressure and tight deadlines; Advanced computer literacy skills (Windows, Office, Excel, MS projects access presentation and Visio).
- DUTIES** : Manage the provision of advanced IT training to learners/trainees as per training programme; Manage and contribute to the designing planning and implementing of high quality curriculum in specialized subject areas and across the Justice College; Manage and contribute in developing e-learning content; Manage and coordinate the assessment of learners; Oversee and undertake relevant research to enhance quality training and curriculum development in specialized subject areas; Manage and maintain the accreditation of training material; Interact with business analyst when new curriculum is developed; Plan training interventions including the scheduling of courses and coordinating logistical arrangement; Manage projects resources and staff performance; Manage the IT equipment and departmental assets and ensure protection of intellectual property; Render assistance with the drafting of the response to audit findings and auditor statements.
- ENQUIRIES** : Ms. P Leshilo Tel No: (012) 357 8240
- 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 22/33** : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 18/56/CFO**  
Re- Advertisement (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 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** : Investigate and report all Irregular Expenditure within the Department; Monitor and report the investigated and finalized Fruitless, Wasteful 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, information management and work performed for statistical purposes; Identify Internal Control weaknesses and ensure measures are implemented; Provide effective people management.

- ENQUIRIES APPLICATIONS** : Ms N Joseph Tel No: (012) 357 8646  
 : 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.
- POST 22/34** : **ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 18/57/SA**  
 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: Pretoria  
 : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court; Conveyancing will be an added advantage; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** : Handle litigation and appeals in the High Courts, Magistrate's Court, High, Labour, CCMA, Supreme Court of Appeal, Constitutional Courts, Land Claims, Tax and Tax Tribunals; Draft legal documents and conduct legal research; Draft and/or settle all types of contracts on behalf of the various client departments; Preside over all forms of arbitration, including inter-departmental arbitrations; Furnish legal advice and opinions; Guide and train support staff.
- ENQUIRIES APPLICATIONS** : Ms K Ngomani Tel No: (012) 357 8661  
 : 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