

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.

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. 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.

ERRATUM: kindly note that the posts advertised for department in Public Service Vacancy Circular 37 dated 14 September 2018, the closing date for the posts has been changed from 12 October 2018 to 08 October 2018. Enquiries: Ms S Maribeng 012 ☎ 315 1103. We apologize for any inconvenience caused.

OTHER POSTS

POST 38/27 : **DEPUTY DIRECTOR: IT GOVERNANCE, COMPLIANCE AND RISK REF NO: 18/94/ISM**
Three Years Contract

SALARY : R697 011 – R821 052 per annum All inclusive. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A National Diploma in information Technology or equivalent qualification at NQF6; 5 years' experience in an IT environment with 2 years focus on IT Governance; IT Risk, IT Compliance. Knowledge of IT Governance related methodologies, standard, processes COBIT, ITIL, etc. Skills and Competencies: Communication (verbal and written) skills; Computer literacy; Facilitation and presentation skills; Problem solving and decision making; Collaborative and excellent people skills; Ability to work independently and under pressure; Attention to detail and accuracy.

DUTIES : Manage and coordinate the overall implementation of IT Governance (frameworks, implementation roadmaps); Manage and coordinate IT Risk assessments, risk mitigation monitoring) and IT Compliance (frameworks, policies, procedures); Manage and coordinate IT Audits (internal audits, external audits, action plan monitoring) and IT Operational Plans Performance (branch progress reporting and analysis, chief directorates progress reporting and analysis); Manage and coordinate IT Project Governance Compliance (project governance policy compliance); Manage all Human and Financial resources.

ENQUIRIES : Ms. E Zeekoei Tel No: (012) 315 1436

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 000. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.

CLOSING DATE : 08 October 2018

POST 38/28 : **SENIOR ASSISTANT STATE ATTORNEY, LP5-LP6 REF NO: 18/101/SA (X2 POSTS)**

SALARY : R482 907 – R1 133 979 Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : State Attorney: Mahikeng
: 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; A valid driver's license. 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, conveyancing 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 APPLICATIONS : Mr. E Seerane ☎ 012 315 1780
: 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 CLOSING DATE : People with disabilities are encourage to apply
: 08 October 2018

POST 38/29 : **SENIOR ASSISTANT STATE ATTORNEY, LP5-LP6 REF NO: 18/99/SA**

SALARY : R482 907 – R1 133 979. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : State Attorney: Port Elizabeth
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; 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; A valid driver's license. 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, conveyancing 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 APPLICATIONS : Ms. K. Ngomani ☎ 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.

CLOSING DATE : 08 October 2018

<u>POST 38/30</u>	:	<u>COURT MANAGER REF NO: 18/27/FS</u>
<u>SALARY</u>	:	R444 693 – R523 818 per annum. The Successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office, Kroonstad
<u>REQUIREMENTS</u>	:	A 3 year qualification in Administration and / or National Diploma Service Management NQF Level 5 plus the module in Case Flow Management or equivalent qualification.; At least three 3 years managerial or supervisory experience. Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA) Experience in managing Trust (Third Party Funds) and Vote Account. Experience in the court environment will be an added advantage; A valid driver's license. Skill and Competencies: Strong Leadership and management capabilities. Strategic capabilities. Good communication verbal and written.
<u>DUTIES</u>	:	Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court. Manage strategic and business planning processes; Manage the facility, Physical resources, information and communication related to courts; Implement the department policies at the courts; Compile an analyse court statistics to show performance trends; Support Case Flow Management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the project intended to improve court management. Manage the communication and relations with the internal and external stake holders; Manage service level agreements.
<u>ENQUIRIES</u>	:	Ms. M Dywili at ☎ (051) 407 1800
<u>APPLICATIONS</u>	:	Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 OR Physical Address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
<u>CLOSING DATE</u>	:	08 October 2018
<u>POST 38/31</u>	:	<u>ASSISTANT DIRECTOR: IT COMPLIANCE AND RISK REF NO: 18/93/ISM</u> 1 Year Contract Appointment
<u>SALARY</u>	:	R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma in Information Technology or equivalent qualification at NQF6; 3 years' experience in an IT environment with at least 1 year focus on IT Governance and IT Risk; Knowledge of IT Governance related methodologies, standards, processes COBIT, ITIL, ect. Skills and Competencies: Computer literacy: MS office suite; Effective communication; Interpersonal relations; Problem solving and decision making; Analytical thinking; Electronic document filling and document management; Report writing; Initiative and creativity. Able to work as part of a team as well as individually.
<u>DUTIES</u>	:	Coordinate IT Risk management that includes risk assessment and risk mitigation plan monitoring; Manage IT Compliance monitoring against frameworks, policies, and procedure; Coordinate internal and external IT Audits including monitoring of audit resolutions action plans; Assist with the coordination on the overall implementation of IT Governance frameworks, implementation roadmaps.
<u>ENQUIRIES</u>	:	Ms. S. Bezuidenhout Tel No: (012) 315 1090
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	08 October 2018
<u>POST 38/32</u>	:	<u>ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: 18/82/RM (X2 POSTS)</u>
<u>SALARY</u>	:	R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: National Diploma in Accounting, Auditing, Cost Management Accounting, Risk Management or equivalent qualification; Three year's relevant experience in Risk Management; Knowledge of Risk Management software: Barn-Owl will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy MS Office; Excellent communication skills written and verbal; Accuracy and attention to details; Team work and willing to work irregular hours; Project management skills.

DUTIES : Provide technical support with the development and maintenance of DoJ & CD's Risk Management Governance Structure, framework, policies and instruments; Implement DoJ & CD's enterprise-wide risk management framework; Ensure compilation and submission of accurate and timeous reports as and when required; Perform administrative functions.

ENQUIRIES APPLICATIONS : Ms. D Modibane ☎ (012) 315-1668
: 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.

CLOSING DATE : 08 October 2018

POST 38/33 : **ASSISTANT DIRECTOR: BIDS AND ACQUISITIONS MANAGEMENT REF NO: 18/95/CFO**

SALARY : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : National Office: Pretoria
: A National Diploma/Bachelor Degree in Bids and Acquisitions/Administration/Finance or related qualifications; Three years working experience in Bids and Acquisitions Management/ Supply Chain management; Knowledge of the PFMA, BAS and other applicable legislation; Knowledge of the SCM prescripts and Treasury regulations, Departmental Delegation and DFI; A valid driver's license. Skills and Competencies: Good communication verbal & written skills; Computer literacy; Motivating skills; Technical and project management skills; Functional ability and working as a team; Good interpersonal relations; Strategic and conceptual orientation; Attention to detail and through knowledge and have numeric skills; Good leadership, organizational and problem solving abilities.

DUTIES : Provide Bids and Acquisition Management support to end-users and submission of well-defined monthly management reports; Follow up on all Bids and Acquisition Management Functions nationally; validate the completeness and accuracy of all supporting documentations and ensure the processing of Bids and Acquisitions; provide effective people management.

ENQUIRIES APPLICATIONS : Ms. E. Zeekoei ☎ (012) 315 1436
: 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 disabilities are encouraged to apply.

CLOSING DATE : 08 October 2018

POST 38/34 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 18/113/CFO**

SALARY : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
: A National Diploma/Bachelor Degree in Financial or Business Management/ Public Administration; Three years working experience in Financial environment; Two years at Supply Chain Management administration; Knowledge of the PFMA and SCM regulatory guidelines; A valid driver's license. Skills and Competencies: Good Communication verbal & written skills; Computer literacy MS Office; Technical and project management skills; Functional ability and working as a team; Good

	:	interpersonal relations; Attention to detail and numeric skills; Good leadership, organizational and problem solving abilities.
<u>DUTIES</u>	:	Assist in the coordination of safeguarding of Departmental assets; Assist in the facilitation of damage and mismanagement of records of loss; Assist in the reconciliation between asset system (JYP) and payment system (BAS); Manage the development and implementation of asset management policies and strategy; Manage physical verification of asset and maintain the register.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E. Zeekoei Tel No: 012 315 1436
	:	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.
<u>NOTE CLOSING DATE</u>	:	People with disabilities are encouraged to apply. 08 October 2018
<u>POST 38/35</u>	:	<u>ASSISTANT DIRECTOR: LEGISLATIVE COSTING REF NO: 18/111/CFO</u>
<u>SALARY</u>	:	R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria A 3 year Degree/National Diploma in Cost Management/Financial Management/Public Finance or equivalent at NQF6; 3 years relevant experience in Finance which must include costing and budget experience; Knowledge of costing methodologies; Knowledge of Public Finance Management Act PFMA, Treasury Regulations and other legislative prescripts. Skills and Competencies: Computer literacy Ms Word, Ms Excel & PowerPoint; Planning and organising skills; Interpersonal relations and communication skills; Ability to work independently on a highly pressurized environment; Ability to interpret and apply policies; Ability to think quickly and logically; Diagnoses action research; Innovative thinking, Problem solving and communication.
<u>DUTIES</u>	:	Conduct Regulatory Impact Assessments on all new Bills and Projects; Formulate financial and fiscal values into MTEF inputs and implement Costing Model of the department; Review all tariffs charged by Department of Justice and Constitutional Development that are prescribed in Legislation; Manage Budget of Chief Directorate Legislative Costing; Provide Financial and Administration Management Support to the Commissions of Inquiry.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Joseph ☎ (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.
<u>NOTE CLOSING DATE</u>	:	People with disability are encouraged to apply. 08 October 2018
<u>POST 38/36</u>	:	<u>COPY EDITOR REF NO: 18/80/LD</u>
<u>SALARY</u>	:	R356 289 – R419 475 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	South African Law Reform Commission Appropriate Degree / National Diploma or equivalent in English, Publishing, Journalism or Communication; At least 5 years appropriate post qualification editorial experience; Experience in the legal field or an academic field will be an advantage. Skills And Competencies: Communication skills (written or verbal); Strong editorial skills; Research skills; Commitment to consistent accuracy and quality; Results oriented; Highly effective interpersonal skills; Strong organizational skills and the ability to multi-task; Advanced computer skills, especially MS Office (Word, Outlook, EXCEL AND PowerPoint); Effectively build and maintain professional relationship.
<u>DUTIES</u>	:	Conduct quality review of SALRC and departmental documents; Ensure that SALRC documents meet style and publishing requirements and are of the highest formatting, grammatical and spelling standard; Edit documents for consistency, correct language usage, style and formatting; Maintain awareness of technical

terms and new words or phrases coming into popular usage; Establish and maintain relationships with authors and technical advisors; Advise on the design, layout and cover of documents; Prepare and oversee documents for distribution and publication; Manage legal compliance with regard to compulsory distribution and legal deposit libraries; Review and update SALRC Style Manual; Publish and distribute a quarterly SALRC newsletter; Edit articles that appear in the newsletter for proper language usage grammar, wordiness, inaccuracies, poor organization and other writing errors; Oversee publication production, including artwork, layout, computer typesetting and printing.

ENQUIRIES : Ms P Leshilo ☎ (012) 357 8240
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
CLOSING DATE : 08 October 2018

POST 38/37 : **ADMINISTRATIVE OFFICER: REF NO: 18/40/FS**

SALARY : R299 709-R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate's Office: Parys
REQUIREMENTS : Three year Bachelor's degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage. Skills and competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management

DUTIES : Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office Third Party Funds and Vote Accounts; Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in genera; Facilitate training and development of personnel; Management of performance in the office and; Performance of any other duties necessary to ensure smooth office running.

ENQUIRIES : Ms NM Dywili @ 051 407 1800
APPLICATIONS : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

NOTE : All former contract workers of the Department are encouraged to apply
CLOSING DATE : 08 October 2018

POST 38/38 : **COURT INTERMEDIARY REF NO: 18/51/FS**
 Re-Advertisements

SALARY : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate's Offices: Welkom
REQUIREMENTS : The persons or category of persons who may be appointed as Intermediaries and the requirements for such persons or category of persons in terms of Government Notice R1374 in Government Gazette 15024 of 30 July 1993 as amended by GN

R360 in GG 17882 of 28 February 1997 and GN R597 in GG 22435 of 2 July 2001 are the following: The persons or category of persons who may be appointed as Intermediaries and the requirements for such persons or category of persons in terms of Government Notice R1374 in Government Gazette 15024 of 30 July 1993 as amended by GN R360 in GG 17882 of 28 February 1997, GN R597 in GG 22435 of 2 July 2001 and as amended by GN R663 in GG 10737 of 14 July 2017 are the following: Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act 56 of 1974), and against whose names the specialty Pediatrics or Psychiatry is also registered; or, Clinical Counselors or Educational Psychologist who are registered in terms of section 17 of the Health Professionals Act 1974 (Act nr 56 of 1974) Family Counselors who are appointed as such under section 3 of the Mediation in Certain Divorce Matters Act, 1987 (Act 24 of 1987), and who are or Clinical Counselors or Educational Psychologist as determined above or Social Workers as determined below or Educators as determined below or Child and Youth Care Workers as determined below. Social Workers who are registered as in terms of section 17 of the Social Service Professions Act, 1978, and who have two years' experience in social work and persons who obtained a Master's Degree in Social Work and who have two years' experience in social work; Educators as defined in section 1 of the South African School Act, 1996 (Act no 84 of 1996) who have obtained a minimum post Matriculation teacher's education qualification of three years at a recognized tertiary educational institution and have at least three years' experience in teaching, and are registered in terms of section 21 of the South African Council for Educators Act 2000 (Act no. 31 of 2000) and include former or retired educators, who comply with above and whose name have not been removed from the register in terms of section 23(1) of the South African Council for Educators Act, 2000. Child care workers who have obtained a minimum post Matriculation three years at a recognized tertiary educational institution in child and youth care and have at least three years' experience in child and youth care; Previous experience as a Court Intermediaries exposed to court procedure, court etiquette, legal terms and terminology and functions of courts will be an added advantage; Experience in working with children affected by trauma and people with disabilities will be an added advantage; Knowledge of the relevant legal and regulatory framework (Constitution of the RSA, 1996; Criminal Procedure Act, 1977 (Act 51 of 1997), particularly sections 153, 158, 162 to 167 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007); Children's Act, 2005 (Act 38 of 2005) and Domestic Violence Act, 1998 (Act 116 of 1998). Skills and Competencies: Communication and empathetic skills (with children, persons with disabilities and other traumatized witnesses); Trauma and basic counseling skills; Interpersonal relations skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

DUTIES : Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Assist children to testify with the aid of anatomically-detailed dolls; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Compile and submit registers, statistics and reports; Render administration support service in court.

ENQUIRIES : Ms. NM Dywili ☎ 051 407 1800
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, OR hands deliver @ Colonial Building, 53 Charlotte Maxeke Street, Bloemfontein, 9301.

NOTE : Applicants must please indicate their language proficiency level in English, Afrikaans and any other indigenous language. (Complete section D of Z83) language proficiency testing will be conducted during the interviews. Applicants are required to indicate the reference number and office of preference on the Z83 application form.

CLOSING DATE : 08 October 2018

- POST 38/39** : **ADMINISTRATIVE OFFICER (OFFICE MANAGER) REF NO: 18/54/KZN**
- SALARY** : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate’s Court, New Hanover
- REQUIREMENTS** : A Bachelor’s degree in Administration or equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.
- ENQUIRIES** : Ms T.O. Majola ☎ (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
- CLOSING DATE** : 08 October 2018
- POST 38/40** : **ADMINISTRATIVE OFFICER REF NO: 18/55/KZN**
- SALARY** : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate’s Court, Umzimkhulu
- REQUIREMENTS** : A Bachelor’s degree in Administration or equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.
- ENQUIRIES** : Ms V.T. Mlandeliso ☎ (031) 372 3000

- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
- CLOSING DATE** : 08 October 2018
- POST 38/41** : **ADMINISTRATIVE OFFICER REF NO: 18/56/KZN**
- SALARY** : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Court, Verulam
- REQUIREMENTS** : A Bachelor's degree in Administration or equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.
- ENQUIRIES** : Ms V.T. Mlandiso ☎ (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
- CLOSING DATE** : 08 October 2018
- POST 38/42** : **ASSISTANT STATE ATTORNEY LP3-LP4 REF NO: 18/104/SA**
- SALARY** : R283 854 – R805 179. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Durban
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post legal/litigation experience; Right of appearance in the High Court of South Africa 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, Labour Court, Land Claims Court and CCMA; Draft and/ or settle all types of agreements on behalf of the various clients; Furnish legal advice and opinion; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collections; Attend to Liquidation and insolvency, queries register trust and companies.
- 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.

CLOSING DATE : 15 October 2018

POST 38/43 : **ASSISTANT STATE ATTORNEY LP3-LP4 REF NO: 18/110/SA**

SALARY : R283 854 – R805 179. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : State attorney: Mafikeng
An LLB or 4 year recognized legal qualification; Admission as an Attorney At least 2 years appropriate post qualification legal/litigation experience; Admission as a conveyance and notary experience will be an added advantage; A valid driver's license. Skills and Competencies: Legal research and drafting Conveyancing; 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 : 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 reports.

ENQUIRIES APPLICATIONS : Mr. E. Seerane ☎ (012) 315 1780
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.

CLOSING DATE : 08 October 2018

POST 38/44 : **ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 18/103/SA (X2 POSTS)**

SALARY : R283 854 – R805 179. (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 ☎ (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.

CLOSING DATE : 08 October 2018

POST 38/45 : **ASSISTANT STATE ATTORNEY, LP3-LP4 REF NO: 18/100/SA**

SALARY : R283 854 – R805 179. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Johannesburg

<u>REQUIREMENTS</u>	:	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 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.
<u>DUTIES</u>	:	Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Constitutional Court, Land Claims Court and CCMA; Draft legal/ documents and conduct legal research; Furnish legal advice and opinion; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collection.
<u>ENQUIRIES</u>	:	Mr. E Seerane ☎ (012) 315 1780
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	08 October 2018
<u>POST 38/46</u>	:	<u>SOCIAL WORKER/FAMILY COUNSELLOR REF NO: 18/24 /FS (X2 POSTS)</u>
<u>SALARY</u>	:	R242 475 – R285 030 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the family advocate: Bloemfontein and Welkom
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Social Work or equivalent qualification which allows registration with SACSSP; Appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation, Court experience in rendering Expert evidence; Experience in Forensic Social Work, Forensic report writing and Court Work; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act, Children's Act and Hague Convention on International Child Abduction; Fluency in Afrikaans or Afrikaans speaking will be an added advantage. A valid driver's license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills, Child assessment; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Assessment of children/ Child Assessment; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes.
<u>ENQUIRIES</u>	:	Ms. N. Dywili ☎ 051 407 1800
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.
<u>NOTE</u>	:	Applicants are required to attach service certificates to determine salary in accordance to experience and with OSD determination.
<u>CLOSING DATE</u>	:	08 October 2018
<u>POST 38/47</u>	:	<u>MAINTENANCE INVESTIGATOR REF NO: 18/47/FS</u>
<u>SALARY</u>	:	R242 475 - R285 630 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office, Odendaalsrus
<u>REQUIREMENTS</u>	:	Grade 12 certificate. An applicable legal qualification or paralegal qualification; Experience in Family Law matters; Knowledge of the Maintenance Act 1990 of 1998; A valid drivers' license; Skills and Competencies: Computer literacy MS Office; Good communication skills (verbal and written); Numeric skills; Ability to:

		Work with the public in a professional and empathetic manner. Develop a through understanding of all services procedures; Involved in the area of Maintenance and other areas of Family Law; Explain legal terminology and processes in simple languages; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressured environment; Assist the court in the conducting of Maintenance enquiries.
<u>DUTIES</u>	:	Trace persons liable to pay maintenance and Maintenance defaulters; Gather and secure information related to maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Work with the public in a professional and empathetic manner. Render administrative support to the office; Outdoor function requiring physical tracing capabilities; Drafting of Legal Documents; Manage time effectively and demonstrate good facilitation skills.
<u>ENQUIRIES</u>	:	Ms. NM Dywili at ☎ (051) 407 1800
<u>APPLICATIONS</u>	:	Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300
<u>CLOSING DATE</u>	:	08 October 2018
<u>POST 38/48</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 18/43/FS</u>
<u>SALARY</u>	:	R242 475 - R261 216 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office, Welkom
<u>REQUIREMENTS</u>	:	NQF level 4 / Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in two or more indigenous languages; Three 3 years practical experience; Valid motor vehicle Driver's license will be an added advantage; Knowledge of Legislation which governs transparency and confidentiality in the Public Service Act 2 of 2000 as amended; Skills and Competences: Excellent communication, Listening, Interpersonal relations, Problem solving, Planning and organising and Analytical thinking skills; Time management. Confidentiality and ability to work under pressure; Language Proficiency: Welkom: Sesotho, IsiXhosa, English and Afrikaans.
<u>DUTIES</u>	:	To interpret in court of Law Civil and Criminal matters; Entering of criminal cases in the criminal record book / register; To interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial; Interpret non-verbal gesture, dramatization and confessions; Ensure that subordinates conclude performance agreements; Review performance and give feed back to Court Interpreters; Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.
<u>ENQUIRIES</u>	:	Ms NM Dywili @ 051 407 1800
<u>APPLICATIONS</u>	:	Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.
<u>NOTE</u>	:	All former contract workers of the Department are encouraged to apply.
<u>CLOSING DATE</u>	:	08 October 2018
<u>POST 38/49</u>	:	<u>STATE ACCOUNTANT: BUDGETS OPERATIONS REF NO: 18/75CFO (X3 POSTS)</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree / National Diploma in Finance; At least 1 year experience in the financial environment within the public service; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting Systems(BAS)

and PERSAL; Knowledge of legislation and prescripts within the public services; A valid driver's license. Skills and Competencies: Computer literacy Ms. Word, Excel and PowerPoint; Good Communication skills (verbal and written); Good interpersonal skills; Accuracy and attention to detail; Ability to work in a team and independently.

DUTIES : Monitor the implementation of corrective measures on monthly basis to improve final expenditure; Maintain credible expenditure and financial information in the Department's financial system; Prepare Budget during the MTEF, ENE AENE and Rollover process; Compile monthly expenditure report for reporting to relevant stakeholders.

ENQUIRIES : Ms. N Joseph ☎ (012) 357 8646
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.
CLOSING DATE : 08 October 2018

POST 38/50 : **ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: 18/78/RM**

SALARY : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria
REQUIREMENTS : National Diploma in Accounting, Auditing, Cost Management, Risk Management or equivalent qualification; At least 1 year relevant experience in risk management environment; Knowledge of Risk Management software – BarnOwl as an added advantage; A valid driver's license. Skills and Competencies: Project management skills; Computer literacy MS Office; Communication skills verbal and written; Advocate of team work; willing to work irregular office hours; Accuracy and attention to detail.

DUTIES : Provide support in maintaining and monitoring the departmental risk profile and support managers in project risk assessments; Assist with roll out of the risk management software, provide end-user support and guidance; Serve as the central administrator of the risk management software tool; Assist in coordination of risk management workshops, training, budget review, monitoring and control including cash flows; Provide administrative support with regards to internal and external audit queries; Assist the Directorate Risk Management in conducting research requested on the aspects of enterprise – wide Risk Management.

ENQUIRIES : Mr. O. Melato Tel No: 012 315 1351
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 : People with disabilities are encouraged to apply.
CLOSING DATE : 08 October 2018