

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.

MANAGEMENT ECHELON

POST 39/161 : **DIRECTOR: LEGAL SERVICES REF NO: 18/60C/KZN**

SALARY : R1 005 063 - R1 183 932 per annum (All Inclusive Remuneration Package) (The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate's Office, Durban

REQUIREMENTS : LLB or appropriate equivalent four year legal degree (NQF 7); A post graduate qualification in International Law/Relations will be an added advantage. A minimum of 5 years at Middle/Senior Management level. Relevant work experience in the field of law, understanding of constitutional matters and International law will be an advantage; Sound knowledge of the South African Legal System; Knowledge and application of the Microsoft suite. A valid driver's licence; Skills and Competencies: Problem solving and Analysis; Strategic negotiation; Good interpersonal relations; Innovation; Good communication (written and verbal); Research and report writing skills; Facilitation and presentation; Project and Programme management; Conflict management and resolution; Financial Management; People management & Empowerment; Accuracy and attention to detail.

DUTIES : Provide leadership and strategic direction to the unit; Ensure that the key performance indicators in the Department's Strategic Plan that fall within the mandate of the Directorate Legal Services are met; Submit quarterly reports to the Regional Head or as may be required; Draft legal documents and give legal advice to the Regional Office and other organs of the State within the Region on interpretation and execution of powers; Respond to petitions, representations and complaints from Civil Society and other Government departments; Liaise with other departments, prosecutions, judiciary and communities on programmes around crime prevention; Manage State Losses and liability; Oversee the smooth functioning of specialized courts in the province i.e. Sexual Offences, Family, Equality, Community Court Municipal Courts and the Regional Civil Courts; Promote Victim- centric services within courts; Conduct Community Awareness Campaigns on Legislation administered by the Department; Co-ordinate programmes related to children in custody, awaiting trial prisoners, transformation of the sheriffs profession, Small Claims court, and the lay assessors system; Act as a Departmental Gender Focal person in the Province and promote the Departmental initiatives in respect of the LGBTI community; Identify and ensure that the training needs within the courts in respect of Specialised Services are met.

ENQUIRIES : Mr J.N. Mdaka ☎ (031) 372 3000

APPLICATIONS : Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

CLOSING DATE : 15 October 2018

POST 39/162 : **DIRECTOR: BUSINESS APPLICATION SUPPORT REF NO: 18/69/ISM**
3 Years Contract Appointment

SALARY : R1 005 063 - R1 183 932 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement

CENTRE : National Office: Pretoria

REQUIREMENTS : A Degree in Information Technology or equivalent qualification at NQF7; Minimum of 8 years' experience in an IT environment of which 5 years should be at middle/senior managerial level; A minimum of 5 years' experience in the management of Business Application Support & Maintenance Services (Case Management Systems and Financial Systems) including providing functional support to business. A minimum of 2 years' experience in Service Level management; Project/Systems implementation and Business Relationship Management; Knowledge of the PPPFMA & Supply Chain processes. The following will serve as an advantage: Experience in System Development, SDLC Management, Tender and SLA Drafting, ITIL as well as IT Auditing standards. Experience in development of IT policies, procedures and processes: Skills and Competencies: Communication (written and verbal) skills; Computer literacy; (MS-Office Suite, Excel and PowerPoint); Planning, Organizing and Financial Management skills; Project Management and Change Management skills, Good interpersonal relations & Stakeholder Management skills; Creative and analytical and Service Delivery Innovation; People Management and Empowerment; Client Orientation and Customer Focus.

DUTIES : Manage minor enhancements to systems in operations and ensure the participation of the team in the Testing-,Release-and Post implementation Process; Manage the implementation of the User Access Review Policy and monitor adherence to it by business; Manage the transaction of the Project Phase to the Maintenance and Support Phase of a new system; Develop and implement policies, procedures, processes for the Business Application Support & Maintenance Directorate; Contribute to the development of overall ICT strategy, Establish and Maintain internal and External Stakeholder forums; Manage the SLA of the five Service Providers responsible for Maintenance and Support Services for the business applications ensuring that the KPI's are met; Manage the procurement of new contract services for contracts that expire in the financial years and participate in the SLA/Contracts that drafting and negotiation process; Provide effective people management.

ENQUIRIES : Ms. N Joseph Tel No: (012) 357 8646

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 : 12 October 2018

OTHER POSTS

POST 39/163 : **SENIOR FAMILY ADVOCATE LP 9 (X2 POSTS)**

SALARY : R934 428 – R1 396 812 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Family Advocate NW- Mafikeng Ref No: 18/VA16/NW
Office of the Family Advocate – Pietermaritzburg Ref No: 18/61C/KZN

REQUIREMENTS : An LLB Degree; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate of the High Court; The right of appearance in the High Court of South Africa; Proven track record of previous managerial experience will be an added advantage; A valid driver's licence. Skills and Competencies: Good communication, both verbal and writing; Operations Management; Research, investigation, monitoring, evaluation and report writing skills with attention to detail;

DUTIES : Analytical thinking; Dispute and Conflict Resolution Skills; Information Management. Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation and departmental delegations; Ensure effective and Efficient institutional performance of the relevant Office of the Family Advocate; Manage and ensure effective and efficient service delivery at the various service points within the respective jurisdiction (Head of Office), Performance Management, conduct advanced enquiries, training, mentoring and coaching of all occupational classes in the Office; Ensure compliance with policies and procedures by all staff members; Identification and implementation of Risk Management Plan; Reporting to the Principal Family Advocate.

ENQUIRIES : KwaZulu-Natal: Mr J.N. Mdaka ☎ (031) 372 3000
North West: Ms. L Shoai ☎ (018) 397 7054

APPLICATIONS : KwaZulu-Natal: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
North West: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

CLOSING DATE : 15 October 2018

POST 39/164 : **STATE LAW ADVISER LP7 - LP8 REF NO: 18/114/CD**
1 Year Contract Appointment

SALARY : R725 487 – R1 203 570 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 : LLB or 4 year recognized legal qualification; At least 5 years' appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Knowledge of the Public Finance Management Act (PFMA) and Legal Practice Act; Experience in Procedural Law and Taxation of Bills of Costs will be an added advantage; A valid driver's licence; Skills and Competencies: Legal Research and drafting skills; Advance research skills; Problem solving and decision making skills; Communication skills (written and verbal); Computer literacy; Policy formulation skills; Project management skills; Ability to work under pressure and meet deadlines.

DUTIES : Conduct extensive consultation with stakeholders with a view to obtain input and comment on draft research papers; Prepare issue papers, discussion papers and reports that contain research, recommendations and draft legislation for law reform; Conduct Socio Economic Impact Assessments on research and legislative proposals; Perform administrative and other duties related to the work SA Law Reform Commission.

ENQUIRIES : Ms M Kganyago ☎ (012) 315 1844

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: 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 encouraged to apply.

CLOSING DATE : 15 October 2018

POST 39/165 : **DEPUTY DIRECTOR: UNIFIED COMMUNICATIONS SPECIALIST TELEPHONY REF NO: 18/73/ISM**
3 Years Contract Appointment

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

CENTRE : National Office, Pretoria

REQUIREMENTS : A National Diploma/Degree in Information Systems/Technology/Computer science or equivalent qualification at NQF6; 5 years relevant IP Telephony management experience which includes at least 3 years large scale IP Telephony project management experience; Experience in configuring and deploying IP Telephony creative and analytical and solutions; Project management will be an added advantage; A valid driver's license. Skills and Competencies: Network operations at all layers; Good

communication (written and verbal) skills; Good interpersonal relations; Ability to work independently and under pressure; Vendor/ Supplier contract and service level management skills.

DUTIES : Develop an IP Telephony strategy & roadmap, including implementation plan; Design document and implement IP telephony as part of Unified communication solutions; Oversee the integration of telephony hardware and network services; Interface with suppliers to support incident resolution; Provide escalation point to ensure expedient issue resolution.

ENQUIRIES APPLICATIONS : Ms E Zeekoei ☎(012) 315 1436

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.

NOTE CLOSING DATE : People with disabilities are encourage to apply
: 12 October 2018

POST 39/166 : **DEPUTY DIRECTOR: UNIFIED COMMUNICATIONS SPECIALIST COURT RECORDING REF NO: 18/74/ISM**
3 Year Contract Appointment

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

CENTRE REQUIREMENTS : National Office, Pretoria
: A National Diploma/Degree in Information Systems/Technology/Computer science or equivalent qualification at NQF6; 5 years digital recording technology management or related experience; Knowledge and experience of maintaining and supporting audio visual equipment; Knowledge and experience of LAN, WAN and basic IT infrastructure management; A valid driver's license. Skills and Competencies: Communication (written and verbal) skills; Project management; Management skills; Ability to work independently and under pressure; Vendor/ Supplier contract and service level management skills; Attention to detail.

DUTIES : Manage court audio visual technology infrastructure; and the Service Level Agreements with the supplier; Maintain and support the digital audio visual and related court systems; Manage the implementation of digital audio visual and related court systems at new sites; Manage deliveries from Vendor/Supplier and other organizational delivery entities; Monitor and report on systems utilization and technical performance; Provide input into digital audio visual and related court system requirements, selection and implementation in line with industry best practice.

ENQUIRIES APPLICATIONS : Ms. E Zeekoei ☎(012) 315 1436

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, 1st Floor, Momentum Building, East Towers, 329 Pretorius Street, Pretoria.

NOTE CLOSING DATE : People with disabilities are encourage to apply
: 12 October 2018

POST 39/167 : **DEPUTY DIRECTOR: INFRASTRUCTURE PROJECT MANAGER REF NO: 18/72/ISM**
1 Year Contract Appointment

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

CENTRE REQUIREMENTS : National Office; Pretoria
: National Diploma/Degree in Information System/Technology/Computer Science or equivalent qualification at NQF6; 5 years relevant ICT management experience which includes a minimum of 3 years ICT Project Management; Knowledge of ICT infrastructure; Project management certificate will be an added advantage; A valid driver's license. Skills and Competencies: Good communication (written and verbal); Project management and management skills; Good interpersonal relations; Creative and analytical; Ability to work independently and under pressure; Vendor or supplier contract and service level management skills; Attention to details.

DUTIES : Manage project implementation including project initiation, business process analysis,

design, development, testing, piloting, training, deployment solution and post implementation support; Manage deliverables from Vendor/Supplier and other organizational delivery entities; Manage business readiness activities including training, change management and communication.

ENQUIRIES APPLICATIONS : Ms N. Joseph ☎ (012) 357 - 8646
: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department 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 encouraged to apply
: 12 October 2018

POST 39/168 : **DEPUTY DIRECTOR: IT SECURITY SPECIALIST REF NO: 18/71/ISM**
3 Years Contract Appointment

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

CENTRE REQUIREMENTS : National Office: Pretoria
: A National Diploma/ Degree in Information System/ Technology/ Computer Science or equivalent qualification at NQF6; 5 years IT security environment experience which includes 3 years IT security management role experience; Relevant IT Security Management certifications (e.g. CISSP, CCNP, CCSE, CISM, CRISC) will be an added advantage; A valid driver's licence. Skills and Competencies: toolset knowledge (e.g. cissp, ccnp, ccse, cism or crisc); communication skills (written and verbal); good interpersonal skills; creative and analytical; ability to work independently and under pressure; attention to detail.

DUTIES : Develop a strategy for the management of the Department's IT Security Operations Centre; Manage the implementation of all IT Security related hardware, devices and tool-sets (technologies) in the environment; Manage IT security risk assessments and report on solutions and ways to minimize and mitigate security threats; Track latest IT security innovations and keep abreast of latest cyber security technologies; Manage the investigation of reported security breaches, security vulnerabilities, threats and report incidents; Develop strategies to handle security incidents and trigger investigations; Conduct a continuous assessment of current IT security practices and system and identifying areas for improvement; Develop and implement a business continuity plan to ensure seamless operations during a security breach or during disaster recovery process; Manage deliverables from vendor/ suppliers and other organizational delivery entities.

ENQUIRIES APPLICATIONS : Ms E Zeekoei ☎ (012) 315 1436
: 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 encouraged to apply.
: 12 October 2018

POST 39/169 : **DEPUTY DIRECTOR: TEST ANALYSTS REF NO: 18/67/ISM (X2 POSTS)**
12 Months Contract Appointment

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

CENTRE REQUIREMENTS : National Office, Pretoria
: A National Diploma/Degree in Information Systems or equivalent qualification at NQF6.; Minimum 5 years software testing experience; The following will be an added advantage; Software testing certifications or ISTQB in Software Testing; Skills and Competencies: Good communication (written and verbal) skills; Creative and analytical; Ability to work independently and under pressure; Attention to detail; committed, flexible & reliable; High degree of accuracy.

DUTIES : Ensure the quality of existing or new IT solutions in accordance with the business requirements, functional and non-functional requirements; Design formal and structured test cases and plans to ensure that the business processes as well as the required system functionality are thoroughly tested; Execute the manual and log all defects;

Perform the required defect tracking and management thereof; Perform user acceptance testing with system users and suggest improvements to internally developed software applications.

ENQUIRIES APPLICATIONS : Ms E Zeekoei ☎(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

CLOSING DATE : 12 October 2018

POST 39/170 : **DEPUTY DIRECTOR: TECHNICAL PERFORMANCE MONITORING SPECIALIST REF NO: 18/68/ISM**
3 Years Contract Appointment

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

CENTRE REQUIREMENTS : National Office, Pretoria

A National Diploma / Degree in Information Technology or Technical Infrastructure or equivalent qualifications at NQF level 6; Five (5) years IT Infrastructure technical experience which includes three (3) years IT Infrastructure management; Relevant technical certifications will be an added advantage (e.g. MCSE, N+, Security+); Experience in APM and Platform implementation projects on medium to large scale Infrastructure will be an added advantage; A valid driver's license. Skills and Competencies: Toolset knowledge e.g. Microfocus (OpsBridg, Synthetic, B/M-RUM, APM, Analyticm etc.); Problem solving skills; Creative and analytical; Ability to work independently and under pressure; Attention to detail.

DUTIES : Coordinate the Department's enterprise monitoring strategy and capability roadmap; Develop and maintain online monitors, dashboards, reports and scripts; Provide monitoring expertise to development and production support teams; Provide inputs into monitoring tool requirement, selection and implementation in line with industry best practice; Enhance and maintain various monitoring systems to enable proactive management for internal and external facing (web based) applications; Manage deliverables from vendor/suppliers and other organizational delivery entities.

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

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, 1st Floor, Momentum Building, East Towers, 329 Pretorius Street, Pretoria.

CLOSING DATE : 12 October 2018

POST 39/171 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 18/62/KZN**

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

CENTRE REQUIREMENTS : Magistrate's Office, Durban: Serving Ethekwini Metro

A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the 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. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.

DUTIES : Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement management; Manage service level agreements.

ENQUIRIES APPLICATIONS : Mr J.N. Mdaka ☎ (031) 372 3000
: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

CLOSING DATE : 15 October 2018

POST 39/172 : **ASSISTANT DIRECTOR ADMINISTRATION REF NO: 18/63/KZN**

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

CENTRE REQUIREMENTS : Office of the Family Advocate, Durban
: B Degree/National Diploma in Public Administration or NQF Level 6 Equivalent; Three years supervisory and Administration experience; Knowledge and application of the Public Finance Management Act, National Treasury Regulations, Departmental Financial Instructions as well as Supply Chain Management; Knowledge and understanding of Public service Regulatory Framework as well as the Constitution of South Africa; Proven Track record of Program/ Project Coordination; Basic knowledge of the core functions of the office of the Family Advocate; Valid driver's license. Skills and Competencies: Strategic thinking and leadership skills; Project Management; Research and negotiation skills; Creative and analytical; Problem solving and decision making; Conflict management; Accuracy and attention to detail; Understanding confidentiality in Government; Report writing; Communication (oral and written) skills; Computer literacy (MS Office, intranet and Internet); Presentation skills; Customer service orientation; Ability to work independently, yet as part of a team when required and work under pressure and meet deadlines; Professionalism; Policy analysis and implementation; Financial management.

DUTIES : Manage and supervise administrative staff in the office of the Family Advocate within the specified region; Manage financial, assets, procurement and budget functions; Prepare accurately, complete and timely, monthly statistical and financial reports; Ensure effective internal controls regarding financial and administrative risk; Furnish monthly, quarterly and annual expenditure analysis, G-Fleet and compliance reports; Oversee Employee Relations and Human Resource Development of Administrative staff in the region.

ENQUIRIES APPLICATIONS : Mr J.N. Mdaka ☎ (031) 372 3000
: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

CLOSING DATE : 15 October 2018

POST 39/173 : **ASSISTANT DIRECTOR SECURITY REF NO: 18/64/KZN**

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

CENTRE REQUIREMENTS : Regional Office, Durban
: An appropriate degree or equivalent qualification NQF6 preferably in Security, Safety and Risk Management; PSIRA registered Grade A certificate; A minimum of 3 years functional security experience; A valid driver's licence. The following will serve as recommendations: Completion of a Security Manager's Course (NIA); Extensive experience in security relating to physical, personnel, document, communications and IT aspects, OHS, Good knowledge of investigations and vetting; Fire fighting and prevention certificate; Good knowledge of threat and risk assessment; Knowledge of: Public Service security policy framework; strategies on the prevention of corruption and fraud; risk management; threat and risk assessment; COMSEC; TSCM; PFMA; Supply Chain Management: MISS documents; Control of Access to Public Premises and Vehicle Act (Act No. 53 of 1985); Firearms Control Act 2000 (Act No 60of 200); Occupational Health and Safety Act, 1993 (Act No. 85 of 1993); National Key Points Act, 1980 (Act No 102 of 1980) Trespass Act, 1959 (Act No. 6 of 1959). Skills and Competencies: Computer literacy (MS word); Excel Spread Sheets; Power Point Presentation, internet and Intranet; E-mail; Investigation and Analytical skills; Report writing and presentation skills in English; Taking minutes and conduct meetings in English; Planning and organizing; Project management skills; Problem solving skills; Attention to detail; Customer focus; Conflict management; Team work; Good

DUTIES : interpersonal relations; Leadership skills; Self-confidence; Independent worker. Implement the total court security function of the KZN Region (physical security; personnel, communication, document and information security); Implement and ensure compliance with Departmental security policy; MISS; MPSS and other security related policies; Implement security projects in the region; to monitor and manage the service level agreements of security contracts (Guarding and Cash in Transit) in the region; Ensure that security threat and risk assessments are conducted in the region; Protection of the judiciary; Monitor and investigate security breaches; Ensure a safe and healthy working environment at courts in terms of the OHS/SHEQ; Support implementation of the Anti-Fraud and Anti-Corruption plan; Support risk management initiatives in the region; Provide inputs for the Strategic Action Plan; Provide budget inputs for security operations; Conduct various security survey and analyses; Raise and maintain security awareness in the region; Must be prepared to travel extensively and work long irregular hours.

ENQUIRIES APPLICATIONS : Mr J.N. Mdaka ☎ (031) 372 3000

CLOSING DATE : Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
15 October 2018

POST 39/174 : **LABOUR RELATIONS OFFICER REF NO: 18/VA01/NW**

SALARY : R299 709 – R353 043 per annum (SL 08). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office: North West
A three year bachelor degree/ National diploma in Labour relations or equivalent; At least three years experience in the labour relations environment; Practical experience in conciliation and arbitration cases will be advantage; A valid drives licence; Ability to work under pressure; Computer literacy (MS Office); Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations.

DUTIES : Promote sound labour relations of subordinates in the department; Supervise the activities of subordinates entrusted with inter alia, the coordination and administration of grievances, disciplinary hearings and labour relations circulars; Define and introduce labour relations procedures according to the provision of the labour relations Act, most particularly, its application in the Public Service in terms of grievances and disciplinary hearings; Ensure by advice and follow-up that such procedures and practices are being followed; Handle dispute resolution for the GPSSBC, conciliation, arbitrations and dismissal; Consult with the State Attorneys on more complex matters; Play an active role in the management of strike; Handle correspondences and memoranda of a more complex nature and compile reports for management.

ENQUIRIES APPLICATIONS : Ms. L Shoai ☎ (018) 397 7054
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

NOTE : All former contract workers of the Department of Justice and Constitutional Development are encouraged to apply.

CLOSING DATE : 15 October 2018

POST 39/175 : **SENIOR ADMINISTRATION OFFICER REF NO: 18/122/SA (X2 POSTS)**

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

CENTRE REQUIREMENTS : State Attorney: Cape Town
A 3 year National Diploma/ Degree in Office Administration/ Office Management or equivalent qualification; A minimum of 3 years' supervisory experience; Knowledge of the Public Finance Management Act, DFI and Treasury Regulations; Knowledge of Supply Chain Management; A valid driver's license. Skills and Competencies: Computer literacy (MS office); Sound interpersonal relation; Ability to pay attention to detail; Communication (verbal and written) skills; Problem solving and leadership skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Financial and administrative skills.

DUTIES : Coordinate monthly, quarterly statistics and financial reports from different sections;

Render assistance on Risk management and assist in the drafting of all office plans; Manage the procurement of Goods and Services and assist with asset management; Provide effective office administration and support services to components within the facility; Coordinate Health and Safety function and facilities management; Supervise and coordinate all Human resource (including disciplinary issues) function within the office.

ENQUIRIES APPLICATIONS : Mr. E. Seerane Tel No: (012) 315 1780
 : 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 CLOSING DATE : People with disabilities are encouraged to apply.
 : 15 October 2018

POST 39/176 : **ASSISTANT STATE ATTORNEY LP3-LP4 REF NO: 18/98/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: Bisho
 : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; A valid driver's licence. Skills and Competencies: Legal research and drafting Conveyancing, notarial and related documents; 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 : 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 : 15 October 2018

POST 39/177 : **ADMINISTRATIVE OFFICER: LEGAL ADMINISTRATION REF NO: 18/66/KZN**

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

CENTRE REQUIREMENTS : Regional Office, Durban
 : Bachelor's Degree or equivalent qualification and three years' experience in the justice system and/or relevant sector environment; A valid driver's licence. Skills and Competencies: Computer literacy (including Word, Excel, Powerpoint); Facilitation and Presentation skills; Good Interpersonal relations; Ability to liaise with the team members and stakeholders; Excellent communication skills (verbal and written); Accuracy and attention to detail; analytical skills.

DUTIES : Act as secretariat for meetings; collate and analyse statistics from the courts and stakeholders; prepare reports and memoranda; deal with complaints; assist to ensure the effective administration of the specialized Courts (maintenance, domestic violence, equality courts, sexual offences courts) and Small Claims courts in the province; participate in Inter-sectoral Committees and meetings on behalf of the Directorate Legal Administration; organize and participate in outreach programmes and trainings in the province; deal with and assist with general administrative duties within the Directorate.

ENQUIRIES APPLICATIONS : Ms C.S Sikhonde 📞 (031) 372 3000
 : Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

CLOSING DATE : 15 October 2018

POST 39/178 : **FAMILY LAW ASSISTANT REF NO: 18/65/KZN**

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

CENTRE REQUIREMENTS : Office of the Family Advocate, Newcastle
A three (3) year qualification in a Legal field and/or equivalent legal qualification; 3 years' experience in administration; Knowledge in the functions of the Office of the Family Advocate; A valid driver's license, and willing to travel extensively within the province and beyond; Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (verbal and written); Conduct legal research; Good interpersonal relations.

DUTIES : Conduct screening interviews and parental rights/ responsibilities information sessions; Assist members of the public with form completion and queries; Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding parental responsibilities and rights.

ENQUIRIES APPLICATIONS : Ms C.S Sikhonde ☎ (031) 372 3000
Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

CLOSING DATE : 15 October 2018

POST 39/179 : **ADMINISTRATIVE OFFICER: LEGAL ADMINISTRATION REF NO: 18/66/KZN**

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

CENTRE REQUIREMENTS : Regional Office, Durban
Bachelor's Degree or equivalent qualification and one years experience in the justice system and/or relevant sector environment; A valid driver's licence. Skills and Competencies: Computer literacy (including Word, Excel, Powerpoint); Facilitation and Presentation skills; Good Interpersonal relations; Ability to liaise with the team members and stakeholders; Excellent communication skills (verbal and written); Accuracy and attention to detail; analytical skills.

DUTIES : Act as secretariat for meetings; collate and analyse statistics from the courts and stakeholders; prepare reports and memoranda; deal with complaints; assist to ensure the effective administration of the specialised Courts (maintenance, domestic violence, equality courts, sexual offences courts) and Small Claims courts in the province; participate in Inter-sectoral Committees and meetings on behalf of the Directorate Legal Administration; organise and participate in outreach programmes and trainings in the province; deal with and assist with general administrative duties within the Directorate.

ENQUIRIES APPLICATIONS : Ms C.S Sikhonde ☎ (031) 372 3000
Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

CLOSING DATE : 15 October 2018

POST 39/180 : **ADMINISTRATIVE OFFICER: FLEET MANAGEMENT REF NO: 18/67/KZN**

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

CENTRE REQUIREMENTS : Regional Office, Durban
An appropriate Degree/National Diploma in Commerce, Accounting or Economics or equivalent qualification; Minimum a year working experience in financial environment (Supply Chain Management); A valid driver's license. Knowledge of the Preferential Procurement Policy Framework Act (PPPFA), BBBEE and Treasury Regulations; Knowledge of Supply Chain Management Framework and Asset Management. Skills and Competencies: Computer literacy (MS Office and Excel); Good communication skills (verbal and written); Planning and organizing skills; Project management skills; Client orientation and customer focus skills; Financial management skills; Presentation

- and facilitation skills; Good interpersonal relations.
- DUTIES** : Facilitate the Procurement of Assets (fleet); Ensure proper fleet management in the province; Ensure that the queried transaction reports are attended to the finality; Ensure the traffic fines are followed up to the finality; Physical verification of Assets (Fleet); Ensure fleet on the Asset register corresponds with the fleet on the floor; Control and monitor the issuing of the petrol cards in the province; Assist the Investigating Officers when investigating fraud and corruption in misuse of the fleet; Identify fleet that needs to be disposed; Advise the Disposal Committee about the disposal method for fleet in the province; Provide administrative support related to client services; Applying the Public Service Act & various administrative duties on Transport Officer and performing all functions / duties / procedures and related to this job; File all the transport documents; Transport documents should be kept under lock; Tracing of files and documents when required; Update Asset Register regularly; Ensure correct quality and quantity receipt and issue of goods and services; Ensure proper management of warehouses.
- ENQUIRIES APPLICATIONS** : Ms C.S. Sikhonde ☎ 031 372 3000
- CLOSING DATE** : Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
15 October 2018
- POST 39/181** : **LEGISLATIVE LANGUAGE PRACTITIONER: SISWATI REF NO: 18/81/SLA**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Office of the Chief State Law Adviser: Cape Town
A three year tertiary qualification majoring in SiSwati; A legal background will be an added advantage; Knowledge of other languages coupled with a practical understanding of the law, Experience in providing translation services or worked as a language practitioner in SiSwati will be an added advantage. Skills and Competencies: Presentation skills; Language Proficiency; Communications skills; Computer literacy; Translations skills; Ability to work under pressure.
- DUTIES** : Translate legislation from English to SiSwati in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Edit and proofread Legislation in isiSwati; Assist the office to develop legal terminology in SiSwati for use in legislation; Interact with PANSALB and other relevant stakeholders involved in promoting the use of all official languages; Assist with the promotion and development of SiSwati as an official language; Provide language quality control mechanisms in respect of legislation; Perform other tasks as may be assigned by the Senior Legislative Language Practitioner.
- ENQUIRIES APPLICATIONS** : Ms. P Leshilo ☎ (012) 357 8240
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.
- NOTE** : People with disabilities are encouraged to apply.
- CLOSING DATE** : 15 October 2018
- POST 39/182** : **CHIEF ACCOUNTING CLERK REF NO: 18/121/CFO**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
A grade 12 certificate or equivalent qualification; Minimum of 3 years experience required; Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations; Knowledge of the State Attorney System (SAS) will be an advantage; Knowledge and experience in Basic Accounting System (BAS) will be a recommendation; A driver's license will be an added advantage. Skills and Competencies: Computer literacy (Ms Excel, Word, Outlook); Good communication skills (written and verbal); Good interpersonal relations; Planning and organizing skills.
- DUTIES** : Render financial accounting transactions; Perform salary administration support services; Perform bookkeeping support services; Render budget support services; Take-on and recover departmental debts; Ensure effective people management.

ENQUIRIES : Ms E Zeekoei ☎ (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, 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 : 15 October 2018

POST 39/183 : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE1-4 REF NO: 18/ 24 /FS (X2 POSTS)**

SALARY : R242 553 – R440 69 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Family Advocate: Bloemfontein and Welkom
REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Ms N Dywili ☎ (051) 407 1800
APPLICATIONS : 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.

NOTE : Applicants are required to attach service certificates to determine salary in accordance to experience and with OSD determination.

CLOSING DATE : 15 October 2018

POST 39/184 : **LEGAL ADMINISTRATION OFFICER MR1 - FAMILY AND CIVIL SECTION REF NO: 18/VA03/NW**

SALARY : R186 828 (Salary will be determined in accordance with Occupational Specific Dispensation (OSD). The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office- Mahikeng
REQUIREMENTS : An LLB Degree or 4 year recognized legal qualification; A valid driver's license. The following will serve as an added advantage: Knowledge of South African Legal System, and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice; Knowledge and experience in office administration. Skills and Competencies: Legal Research and drafting; Dispute Resolution; Project Management; Strategic Capability and leadership skills; Conflict and knowledge management; Report writing; Reliability; Excellent Communication (written and verbal); Computer literacy. Compliance management

DUTIES : Draft legal documents and give legal advice to the Department and other organs of the State regarding problems of interpretation execution of powers and legal matters; Facilitate legal research and interventions to improve performance; Respond to petitions, representations and complaints from Civil Society and other Government departments; Liaise with other departments and communities on programmes around

crime prevention; Prepare memoranda for the appointments of Commissioners of Oaths; Justice of the Peace; Determine Legal Liability and Recover Departmental Losses in the Region; Oversee the smooth functioning of specialized courts in the province, i.e. Sexual Offences, Family, Equality and the Children's Courts; Train the community on the Victims Charter; Coordinate programmes related to children in custody, awaiting trial prisoners, small claims courts, the lay assessors system and maintenance; Support the Courts regarding quasi-judicial functions; Facilitate implementation on relevant legislation including the Victims Charter and the Restorative Justice National Policy Framework; Initiate, plan, implement and conduct community awareness campaigns in legislations administered by the department.

- ENQUIRIES** : Ms. L Shoai ☎ 018 397 7054
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand delivery it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- CLOSING DATE** : 15 October 2018
- POST 39/185** : **LEGAL ADMINISTRATION OFFICER: MR1 STATE LOSSES AND RECOVERY REF NO: 18/VA04/NW**
- SALARY** : R186 828 (The salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office: NW
- REQUIREMENTS** : An LLB Degree or 4 year recognized legal qualification; A valid driver's licence. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail; Investigative skills; Report writing skills.
- DUTIES** : Loss control; Handle/monitor investigations; Draft Legal opinions; Make recommendations in terms of legal liability; Perform legal research; Liaise with various stakeholders, (i.e. Area Court Managers, Court managers, Divisional Heads etc)
- ENQUIRIES** : Ms. L Shoai at ☎ (018) 397 7054.
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- NOTE** : All former contract workers and Casual Interprets of the Department of Justice and Constitutional Development are encouraged to apply.
- CLOSING DATE** : 15 October 2018