

DEPARTMENT OF JUSTICE & 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.

CLOSING DATE : 19 November 2018
NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. 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 44/15 : **MASTER: REF NO: 18/194/MAS**

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 : Master of the High Court: Pretoria

REQUIREMENTS : An LLB Degree or 4 years recognized legal qualification at NQF level 7; 5 years' experience should be at middle/ senior management level; Knowledge and experience in the functional fields and services provided by the Masters of the High Court; Knowledge of the Administration of Estate, Mental Health, Insolvency, Companies, Close Corporations, Trust Property Control Act and other relevant legislation; A valid driver's license. Skills and Competencies: Financial management; Leadership; Strategic and conceptual orientation; Communication skills; Change management; People development and empowerment; Project management; Time management; Ability to work in a highly pressurized environment; Computer literacy

DUTIES : Key Performance Areas: Monitor and improve the administration of Guardian Funds service; Manage, monitor and improve the administration of insolvency services; Monitor and improve the administration of deceased estates services and trust services; Manage, monitor and improve the administration of curatorship services; Provide strategic leadership and guide the roll-out of PEAS (Paperless Estate Administration System) to strategic service points within the jurisdiction of the office of the Master Pretoria.

ENQUIRIES : Mr Lehong Tel No: (012) 357 1264

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 44/16 : **PRINCIPAL LEGAL ADMIN OFFICER REF NO: 18/137/CLO**

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 REQUIREMENTS** : National Office, Pretoria
 : An LLB or appropriate equivalent 4 year legal degree (NQF7); A post graduate qualification in international Law/Relations will be an added advantage; A minimum of 5 years at middle/Senior Management Level; Knowledge of the South Africa legal system, legal practices and related spheres; Knowledge of the Constitution, 1996, the Institution of legal proceedings against certain organs of State Act, 2002, Public Finance Management Act 1999, Truth Reconciliation and the State Liability Act, 1957; Knowledge and experience in office administration; A valid driver's licence. Skills and Competencies: Strategic capabilities and leadership; Project management; Planning and organizing; Financial and change management; Computer literacy (MS Office, Excel & PowerPoint); Communication skills (written and verbal); Research and knowledge management; Service delivery innovation; Analytical and problem solving; People management and empowerment; Client orientation and customer focus.
- DUTIES** : Provide advice on civil litigation and related matters; Collect departmental debts by handling the process from the in mora stage until finalization in respect of our service debtors; Provide advice on the recovery or writing off of losses of state funds, property, damages to state vehicle and finalization of matters; Perform duties relating to contract vetting and attend to misconduct appeal matters; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. K. Ngomani Tel No: (012) 357 8661
 : 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.

OTHER POSTS

- POST 44/17** : **REGIONAL AUDIT MANAGER REF NUMBER 18/169/IA**
- SALARY** : R697 011 – R821 052 per annum (All Inclusive Remuneration Package). The successful candidate will be CENTRE: Regional Office: East London required to sign a performance agreement.
- REQUIREMENTS** : An appropriate 3 year B Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 5 years' experience in Internal Auditing of which 2 years should be at a supervisory level or completed articles with 3 years relevant internal audit experience of which one year should be at a supervisory level; Must be pursuing either the Chartered Accountant (CA) or Certified Internal Auditor (CIA) designation and must also be a member of the Institute of Internal Auditors; A valid driver's licence. Skills and Competencies: Strategic capability and leadership; Programme and project management; Communication skills (written and verbal); People management and empowerment; Change management; Service delivery innovation; Financial management.
- DUTIES** : Develop Internal Audit three year rolling plan and annual audit plans; Plan, execute and report on complex and high level audit assignments; Lead and manage audit teams to ensure that audit projects are executed in accordance with the prescribed standards and performance targets are achieved; Manage Internal Audit resources to ensure that they are used effectively, efficiently and economically; Provide effective Stakeholder management and co-ordination.
- ENQUIRIES APPLICATIONS** : Mr. O Melato Tel No: (012) 315 1351
 : 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 Building, Pretoria, 0001.
- POST 44/18** : **IT PROJECT MANAGER: BUSSINESS SOLUTIONS REF NO: 18/185/ISM (X3 POSTS)**
 (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 : National Office Pretoria

REQUIREMENTS : A National Diploma/Degree in Information Systems/Technology/Computer science or equivalent qualification NQF6; Three years' experience within the Information Systems Environment; Five years' experience in IT environment of which 3 years should be in IT project Management related practices; Knowledge/experience of Project Management in IT Public Sector; Knowledge of application development, architecture, infrastructure and software package development projects; A valid driver license. Skills and competencies Application of project management skills; Decision Making; Interpersonal skills; Communication skills (verbal and written); Problem solving; Attention to detail; Computer literacy.(Ms Office)

DUTIES : Key Performance Areas: Ensure projects remain aligned to the Department's Strategic Plan; Manage and achieve the predefined objectives/scope of the project; Plan and compile project plans and the project delivery strategy; Manage project documentation and configuration management for audit requirement and compliance; Produce and generate project status to stakeholders and facilitate war rooms sessions; Produce the benefits tracking documents and ensure that the project attain the envisaged benefits; Maintain contact with all relevant project stakeholders throughout the project life cycle in order to ascertain levels of satisfaction with progress; Manage project related issues, risks, escalate contractual problems, filling and prepare project closure reports as well as documentation.

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

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 Building, Pretoria, 0001.

POST 44/19 : **DEPUTY DIRECTOR: BUSINESS INTELLIGENCE ANALYST REF NO 18/186/ISM (12 Month 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/Industrial Engineering or equivalent qualification at NQF Level 6; A minimum of 5 years' experience in a business analyst role, with proven business intelligence experience; Knowledge and experience of data analysis/mapping, interpretation and presentation is essential; Knowledge and experience in large data extraction, cleansing and migration (ETL process) is essential; Knowledge coupled with experience in working in an agile design & development environment will be an added advantage; Experience/Exposure (with certification) in designing and executing SQL scripts will be an added advantage; Experience/Exposure in designing operational reports and dashboards in power BI will be an added advantage; A valid driver's licence. Skills and competencies: Communication (verbal and written) skills; Customer Orientation; Stakeholder management; Analytical and problem solving skills; Supervisory skills; Computer literacy.

DUTIES : Key Performance Areas: Gather/solicit and document reporting requirements in the form of business requirements specification; Analysis of business requirements and designing the appropriate business intelligence reports and management dashboards; Review and re-design existing business operational reports and management dashboards; Analysis & Mapping legacy data as part of the ETL process on all projects that require data migration; Document detailed functional requirements specifications, in line with the business requirements (including screen design where applicable); Validate own report/dashboard designs against business requirements to ensure delivery of a quality product; Develop and /or Update user/training manuals and/or standard operating procedures; Oversee the development and testing of the operational reports and management dashboards; Contribute in all the change management and communication efforts related to the deployment of business

		solutions/applications; Play a lead role in the piloting and /or deployment of all business intelligence solutions.
<u>ENQUIRIES</u>	:	Ms. E Zeekoei Tel No: (012) 315 1436
<u>APPLICATIONS</u>	:	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 Building, Pretoria, 0001.
<u>POST 44/20</u>	:	<u>DEPUTY DIRECTOR: BUSINESS PROCESS ANALYST: REF NO: 18/187/ISM (12 Months Contract Appointment) (2 POSTS)</u>
<u>SALARY</u>	:	R697 011 – R821 052 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma/Degree in Information Systems/Technology/Computer Science/Industrial Engineering or equivalent qualification at NQF Level 6; IIIBA or similar certification will be an added advantage; A minimum of 5 years' experience in a process analyst or business analyst role; Knowledge / experience in applying formal business process modeling and process re-engineering methods; Experience in the implementation of ICT solutions in a solution analyst design capacity; Knowledge coupled with experience in working in an agile design and development environment will be an added advantage; Knowledge in working with business process management tools/repositories will be an added advantage; A valid driver's license. Skills and competencies: Communication (verbal and written) skills; Customer Orientation; Analytical and problem solving skills; Supervisory skills; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Gather/solicit and document business process requirements in the form of a business requirements specification; Analyze, document and present current business processes, procedures and business rules; Document detailed functional requirements specifications in line with the business requirements and business goals (including screen designs where applicable); Validate own solution designs against business requirements to ensure delivery of a quality product; Oversee the development and testing of business applications; Develop and/or update user/training manuals and/or standard operating procedures; Contribute in all the change management and communication efforts related to the deployment of business solutions/applications; Play a lead role in the piloting and deployment of business solutions/applications.
<u>ENQUIRIES</u>	:	Ms. E Zeekoei Tel No: (012) 315 1436
<u>APPLICATIONS</u>	:	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 Building, Pretoria, 0001.
<u>POST 44/21</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY, (LP5-LP6) REF NO: 18/158/SA</u>
<u>SALARY</u>	:	R482 907 – R1 133 979 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	State Attorney: Kimberley
<u>REQUIREMENTS</u>	:	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 will be an added advantage; Admission as a conveyancer will be an added advantage; A valid driver's licence. Skills and competencies: Legal research and drafting; Case flow management; Computer literacy; Communication skills (written and verbal) with ability to moderate and lead people; Supervisory and mentoring skills; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.
<u>DUTIES</u>	:	Guide and train Candidate State Attorneys; Handle litigation and appeals in the following Courts: Magistrates, High, Labour, CCMA, Supreme Court of Appeal,

		Constitutional Court, Land Claims, Tax and Tax Tribunals; Draft and/or settle all types of contract on behalf of the various client departments; Render Legal opinions and advice; Deal with all forms of arbitration, including inter-departmental arbitrations; Manage conveyancing and notarial services.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E. Seerane Tel No: (012) 315 1780
	:	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 Building, Pretoria, 0001.
<u>POST 44/22</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6): REF NO 18/195/SA</u>
<u>SALARY</u>	:	R482 907- R1 133 979 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Pretoria An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification litigation experience and conveyancing 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 licence. Skills and competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. K. Ngomani Tel No: (012) 357 8661
	:	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 Building, Pretoria, 0001.
<u>POST 44/23</u>	:	<u>DEPUTY MASTER MR-6 (03 POSTS)</u>
<u>SALARY</u>	:	R448 269 – R1 084 437 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court Pretoria REF NO: 18/193/MAS Master of the High Court Grahamstown (1) REF NO: 18/161/MAS:
<u>REQUIREMENTS</u>	:	LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates, Mental Health, Insolvency Act, Companies, Close Corporations, Trust Property Control Acts and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court; A valid driver's licence. Skills and competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute Resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy;
<u>DUTIES</u>	:	Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.

- ENQUIRIES** : (GRAHAMSTOWN): Mr C Msiza _ (012) 315 4754 and (PRETORIA): Mr. M Lehong Tel No: (012) 315 1264
- 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 Building, Pretoria, 0001.
- POST 44/24** : **COURT MANAGER (2 POSTS)**
- CENTRE** : Klerksdorp Magistrate Court: REF NO: 18/VA28/NW
- CENTRE** : Magistrate's Office, Eshowe: REF NO: 18/68/KZN
- SALARY** : R 444 693 – R523 818 per annum. The successful candidate will be required to sign a performance agreement.
- REQUIREMENTS** : 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** : Oversee places of sitting within the sub cluster; 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** : MAHIKENG: Ms. L Shoai _ (018) 397 7054.
KWAZULU-NATAL: Mr J.N. Mdaka _ 031 372 3000
- APPLICATIONS** : MAHIKENG: 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.
- 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
- POST 44/25** : **OFFICE MANAGER (X2 POSTS)**
- SALARY** : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master Of The High Court: Pietermaritzburg Ref No: 18/173/MAS (X1 Post)
Master of the High Court: Johannesburg Ref No: 18/178/MAS (X1 Post)
- REQUIREMENTS** : Bachelor's Degree/National Diploma in Office Administration or equivalent qualification; At least 3 years' experience in Administration environment; Knowledge of finance and procurement directives and procedures; Knowledge of all legislation and policies that inform the Department's administrative support activities; Knowledge of the core functions of the Masters Office; A valid driver's license. Skills and competencies: Communication skills (verbal and written); Computer literacy (MS Office); Financial management; Leadership and management skills; Analytical and presentation skills; Negotiation and numerical skills.
- DUTIES** : Key Performance Areas: Manage procurement and finance of goods and services; Manage documents and undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholder; Manage general support and resources services in the office; Provide required office administrative expertise; Provide effective people management.

- ENQUIRIES APPLICATIONS** : Mr. M. Maeko Tel (012) 315 1996 or Mr. C Msiza (012) 315 4754
 : 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.
- POST 44/26** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 18/138/DG (X2 POSTS)**
- SALARY** : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
 : 3 years Degree/ National Diploma in Public Administration, Monitoring, Evaluation and Quality Management or equivalent; 3 years relevant experience in Performance Planning, Monitoring and Evaluation; Knowledge of the framework for strategic plan and annual performance plans; Knowledge of the framework for managing programme performance information and other relevant prescripts; Knowledge of policy development; A valid driver's licence. Skills and competencies: Computer literacy (MS Word, PowerPoint, Outlook and Excel); Research and analytical skills; Monitoring, evaluation and report writing skills; Communication skills (written and verbal); Accuracy and attention to detail; Presentation and facilitation skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Develop and review departments reporting policies; Facilitate adherence to signed procedures and that the department reports have proper source document; Ensure the planning and coordination of data collection process using automated reporting; Compile in-year reports monthly, quarterly and annual performance reports; Provide support in the evaluations and development of the evaluation system.
- ENQUIRIES APPLICATIONS** : Ms. D. Modibane (012) 315 1668
 : 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
- POST 44/27** : **ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 18/175/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: Cape Town
 : 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 of South Africa will be an added advantage; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: 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 APPLICATIONS** : Mr. Kooko Tel No: (012) 315 1164
 : 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.
- POST 44/28** : **ASSISTANT MASTER: MR3- MR5 (5 POSTS)**
- SALARY** : R242 064 – R867 399 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Master of the High Court: Pietermaritzburg (1) REF NO 18/171/MAS
 : Master of the High Court: Johannesburg (1) REF NO: 18/179/MAS:
 : Master of the High Court Pretoria: (3) REF NO: 18/192/MAS

REQUIREMENTS : LLB Degree or four years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estate Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Masters of the High Court. Skills and competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute resolution; Time management.

DUTIES : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust, Curatorship and the operations regarding the Guardian's Fund; Advise on the interpretation of wills and other legal issues; Coach and advice on the supervision of trusts in terms of the Act; Provide strategic direction to the office; Manage the operations regarding the Guardian's Funds and resources in the office.

ENQUIRIES : Pietermaritzburg: Mr. S. Maeko Tel No: (012) 315 1996
 : Johannesburg: Mr C. Msiza Tel: No: (012) 315 4475
 : Pretoria: Mr M Lehong Tel: No: (012) 315 1264

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.

POST 44/29 : **HUMAN RESOURCE PRACTITIONER REF NO: 18/197/HR**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : A 3 year relevant Degree or National Diploma in HR or equivalent qualification; Experience in Human Resource Management within the public service specifically in respect of recruitment and selection; Skills And Competencies: Problem-solving skills; Organizing skills; Organizing skills; Communication skills (verbal and written); Confidentiality, tact and discretion when dealing with people; Loyalty, commitment and integrity; Analytical and decision-making skills.

DUTIES : Conduct recruitment process and competency assessments for the department; Render Human Resource advice, liaison services and determine best practice with regard to recruitment matter; Facilitate advertising, interview and selection processes for recruitment campaigns; Keep statistics of HR functional matters and analyze these reports; Perform Recruitment administrative functions Assist with Performance Management and Development matters.

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

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.

POST 44/30 : **SENIOR HUMAN RESOURCE OFFICER REF NO: 18/196/HR**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification; 3 years relevant experience in Human Resource; Working knowledge and understanding of the legislative framework governing the public service; Working knowledge of PERSAL system skills and competencies Problem-solving skills; Computer literacy (Ms Office); Communication skills (verbal and written); Ability to work under pressure; Interpersonal relations; Analytical; Team work

DUTIES : Key Performance Areas: Supervise and undertake the more complex implementation and maintenance of human resource administration practices; Handle human resource administration enquiries; Implement conditions of service

and service benefits; Assist with Performance Management and Development matters; Supervise human resource staff.

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

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.

POST 44/31 : **STATE ACCOUNTANT (3 POSTS) REF NO: 18/198/CFO (3 years Contract Appointment)**

SALARY : R242 475 + 37% = R332 191 in lieu of benefits per annum. The successful candidate will be required to sign a performance agreement

CENTRE : National Office, Pretoria

REQUIREMENTS : An appropriate 3 years Degree/National Diploma in Financial Accounting/Financial Management; At least 1 year relevant experience in Internal Control/Financial Accounting/Auditing/Supply Chain; Knowledge of Financial Provisioning and/or Administration procedures and processes; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and other legislative prescripts skills and competencies Computer literacy (Word, Excel, BAS, SCM systems and Persal); Computer literacy (Word, Excel, BAS, SCM systems and Persal); Planning and organizing skills; Good interpersonal relations and communication skills (written and verbal); Ability to work independently in a high pressurized environment; Analytical skills; Analyse and solve problems; Report writing skills;

DUTIES : Key Performance Areas: Analyse payment, orders and journals made and prevent re-occurrence of non-compliance; Detect, investigate and report possible, irregular, unauthorized, fruitless and wasteful expenditure; Review all Petty Cash at Head Office to ensure compliance to prescripts; Detect and investigate internal control weakness in identified areas and make recommendations; Compile investigation reports and statistics.

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.

POST 44/32 : **ESTATE CONTROLLER EC1, (03 POSTS)**

SALARY : R186 828 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Master of the High Court: Kimberley (1) REF NO: 18/172/MAS
: Master of the High Court: Johannesburg (1) REF NO: 18/176/MAS
: Master of the High Court Pretoria: (1) REF NO: 18/190/MAS

REQUIREMENTS : An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES : Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office

ENQUIRIES : Mr. S. Maeko Tel No: (012) 315 1996 (KIMBERLEY)
: Mr. C. Msiza Tel No: (012) 315 4754 (JOHANNESBURG)
: Mr. M Lehong Tel No: (012) 315 1264 (PRETORIA)

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.