

## 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.*

**CLOSING DATE** : 10 December 2018  
**NOTE** : Interested applicants may visit the following website: [www.justice.gov.za](http://www.justice.gov.za) or [www.dpsa.gov.za](http://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](http://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.

## OTHER POSTS

**POST 47/16** : **ADMINISTRATIVE OFFICER (X2 POSTS)**

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

**CENTRE** : Magistrate Phalaborwa (Lulekani) Ref No: 11/18/LMP (X1 Post)  
Magistrate Thabazimbi Ref No: 11/18/LMP (X1 Post)

**REQUIREMENTS** : Bachelor's degree or equivalent qualification; Three years' experience in Administration; A valid code B drivers' license. Skills and Competencies: Computer literacy MS Office; Good interpersonal skills; Ability to work under pressure; Attention to detail; Experience in Court Administration will serve as an added advantage.

**DUTIES** : Key Performance Area: Supervisor of the Clerks in Court (clerk of court, finance, procurement, family court and administration); Checking the work done in the Civil and Criminal Courts; Checking the work done in finance section MMT through JDAS and Vote Account; Reconcile Witness Fees, and MMT; Monitor and control the capturing of cases through E-Scheduler; Checking work done in Registry, Estates, Family court; and Provisioning; Manage the Performance Management System in the Office; Compile statistics to indicate performance and trends; Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Supervise administrative staff on a daily basis; Co- ordinate and manage the financial and human resources of the Office.

**ENQUIRIES** : Mr. TP. Maakamedi. ☎ 015 287 2026 or Ms MR Phalane ☎ 015 287 2036  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

**POST 47/17** : **COMMUNICATION OFFICER: INTERNAL REF NO: 18/220/PEC**

**SALARY** : R242 475 - R285 630 per annum. The successful candidates will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : Bachelor's Degree or National Diploma in Journalism Communication or relevant qualification; Minimum 1 year experience in journalism; Experience in working with print and online publications; A valid driver's license. Skills and Competencies: Communication skills (verbal & written); Ability to work under pressure and meet deadlines; Computer literacy (MS Word and Power Point); Interpersonal and organizational skills; Able to work with diverse personalities; Willingness to travel extensively; Ability to work long hours.

**DUTIES** : Key Performance Area: Conduct appropriate research and develop content on a wide range of issues for the newsletters and other publications; Write, sub-edit and proofread articles for both electronic and print publications; Assist with internal communication surveys, the newsletter production process and develop appropriate content for booklets, pamphlets & posters; Provide photography and videography for the unit.

**ENQUIRIES** : Mr O Melato ☎ (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.

**POST 47/18** : **COMMUNICATION OFFICER: COMMUNITY OUTREACH REF NO: 18/219/PEC**

**SALARY** : R242 475 - R285 630 per annum. The successful candidates will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : 3 years Degree/National Diploma qualification in Communication Services or Social Science; At least 1 year experience in community outreach environment; A valid driver's license. Skills and Competencies: Presentation (public speaking) and report writing skills; Ability to apply legislation; Research, analytical thinking and problem solving skills; Ability to work independently and under pressure; Mediation and conflict resolution skills; Computer literacy (MS word and Power Point Presentation); Creative project design and organizational skills; Project Management skills; Willingness to travel and work over the weekends.

**DUTIES** : Key Performance Area: Plan, convene and facilitate workshops/ information sessions/ outreach projects with communities, especially vulnerable groups and people at rural areas; Conduct research into the needs and perceptions of communities with regards to the services offered by the department; Distribute information material; Establish partnership with members of civil society who deal with DOJ & CD related matters.

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