

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 : 31 December 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 49/24 : **CHIEF DIRECTOR: MASTERS OPERATION REF NO: 18/226/MAS**

SALARY : R1 189 338 – R1 1422 012 per annum (All inclusive remuneration package). The successful candidates will be required to sign a performance agreement.

CENTRE : Office of The Chief Master: Pretoria

REQUIREMENTS : Bachelor Degree in legal qualification or equivalent (NQF level 7); 6 years as practicing attorney or advocate of which 5 years should be at senior management level; Knowledge of Public Financial Management Act; Technical knowledge of the development and administration of a computerized IT solution; Sound knowledge and experience in insolvencies and liquidations, trusts, curatorship, wills and practicalities of the administration of estates and the Guardian Fund; Proven ability to develop and manage strategies in line with the MTSF; A valid driver's licence. Skills and Competencies: Sound decision making skills; Strategic planning and analytical thinking; Interpretation skills; Strategic financial management; Project and people management; Change management; Strategic leadership; Entrepreneurial and business skills; Contact research; Communication skills (verbal and written); Advanced computer literacy; Strategic risk management; Innovative and creative skills.

DUTIES : Key Performance Areas: Manage and provide corporate governance to the Master of the High Court's operations; Facilitate the stakeholder relations for the Masters Branch; Assist with determination and development of the Masters Branch strategy; Research current and proposed legislative processes which could impact on the Masters branch; Manage and co-ordinate multi-disciplinary projects teams; Provide effective people management.

ENQUIRIES : Mr. S. Maeko ☎ (012) 315 1996

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

NOTE : Preference will be given to women candidate and People with disability.

OTHER POSTS

- POST 49/25** : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: 18/227/CS**
- SALARY** : R697 011 – R821 052 (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An appropriate recognized Degree/ National Diploma in Built environment; Property management qualification will be an advantage; 5 years relevant experience of which 3 years at supervisory level; Knowledge of National Building Regulations, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, Infrastructure Delivery Management System (IDMS, PFMA and Treasury Regulations, Municipal Act, OHS Act, etc); In-depth Property Management experience. Skills and Competencies: Computer skills (MS Excel and Ms PowerPoint); Project management skills; Sound communication and leadership skills (verbal and written); The ability to lead professional service providers to achieve project objectives; Financial management skills.
- DUTIES** : Key Performance Areas: Ensure that the department compiles User Asset Management Plans in line with Government Immovable Asset Management Act and other regulatory framework; Manage privately leased property portfolio including state owned building; Oversee contract management of privately leased portfolio; Provide effective people management.
- ENQUIRIES** : Ms M Kganyago ☎ (012) 315 1844
- 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 49/26** : **COURT MANAGER REF NO: 69/18/EC (X6 POSTS)**
- SALARY** : R444 693 – R523 818 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Uitenhage
Magistrate, Middelburg
Magistrate, Whittlesea
Magistrate, Aliwal North
Magistrate, East London
Magistrate, Bizana
- REQUIREMENTS** : A three (3) year qualification in Administration and/or National Diploma Service Management (NQF Level 5) plus the module in Case Flow Management or equivalent qualification; At least three (3) years managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA) Experience in managing Trust (Third Party Funds) and Vote Account. A valid driver's license; Experience in the court environment will be an added advantage. Skills and Competencies: Strong Leadership and management capabilities; Strategic capabilities; Good communication (verbal and written).
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial, human resources of the office as well as risk and security in the court; Manage strategic and business planning processes; Manage the facility, Physical resources, information and communication related to courts. Implement the department policies at the courts; Compile and analyze court statistics to show performance trends; Support Case Flow Management at the court; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the project intended to improve court management; Communication and relations with the internal and external stake holders.
- ENQUIRIES** : Mr. Z Madlingozi ☎ 043 702 7000
- 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.
- NOTE** : Applicants must indicate for which centre they apply for.

- POST 49/27** : **ASSISTANT DIRECTOR: IT COMPLIANCE AND RISK REF NO: 18/225/ISM**
(1 Year Contract Appointment)
Re-advertisement: applicants who previously applied need not re-apply as their previous applications will be considered
- SALARY** : R356 289 + 37% per annum in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: A National Diploma in Information Technology or equivalent qualification at NQF6; 3 years' experience in an IT environment with at least 1 year focus on IT Governance and IT Risk; Knowledge of IT Governance related methodologies, standards, processes (COBIT, ITIL, etc.). Skills and Competencies: Computer literacy: MS office suite; Effective communication; Interpersonal relations; Problem solving and decision making; Analytical thinking; Electronic document filling and document management; Report writing. Initiative and creativity; Able to work as part of a team as well as individually.
- DUTIES** : Key Performance Areas: Coordinate IT Risk management that includes risk assessment and risk mitigation plan; Manage IT Compliance monitoring against frameworks, policies and procedure; Coordinate internal and external IT Audits including monitoring of audit resolutions action plans; Assist with the coordination on the overall implementation of IT Governance (frameworks, implementation roadmaps).
- ENQUIRIES APPLICATIONS** : Ms N. Joseph ☎ (012) 357 - 8646
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 49/28** : **ASSISTANT DIRECTOR: ASSET ACCOUNTING REF NO: 18/207/CFO**
(3 Year Contract Appointment)
- SALARY** : R356 289 + 37% = R488 115 in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An appropriate Degree/National Diploma in Commerce, Accounting or Economics or equivalent qualification; 3 years related financial or asset management supervisory experience. Skills and Competencies: Computer literacy (MS Word, Excel PowerPoint and Outlook); Communication Skills (written and verbal); Experience in analytical reviews; Problem solving and analysis; Ability to work under pressure; Monitoring and evaluation; Financial management skills.
- DUTIES** : Key Performance Areas: Ensure the correct capitalization of assets and verify source documentation; Reconcile assets, leases between BAS and JYP assets, lease register and vice versa; compile and correct journals; Ensure proper record keeping of all documentation pertaining to all departmental leases; Submit inputs to the annual financial statement.
- ENQUIRIES APPLICATIONS** : Ms E Sebelebele Tel No: (012) 357- 8662
: 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 49/29** : **ASSISTANT DIRECTOR: COMMUNITY OUTREACH REF NO: 16/222/PEC**
- SALARY** : R356 289 – R419 679 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An appropriated recognised 3 years Bachelor's in Communication Social Science or equivalent qualification; A minimum 2 year experience in a Public Education/Community outreach environment; Knowledge and understanding of Public Finance Management Act; A valid driver's license. Skills And Competencies:

		Good communication skills (written and verbal); Information and project management skills; Excellent organization skills; Computer literacy; Interpersonal skills; Attention to details.
<u>DUTIES</u>	:	Key Performance Areas: Coordination outreach activities such as school visits, community sessions, exhibition and services fairs; Coordinate and facilitate the implementation of community outreach projects including planning and reporting; Develop and submit monthly, quarterly reports to Deputy Directors; Assist with management of budgetary requirements; Manage the procurement of goods and services; Provide effective people management of the personnel under supervision.
<u>ENQUIRIES APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 49/30</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 21/18/NC</u> This post is a Re-advertisement; candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R299 709 –R 353 043 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office Garies
	:	A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; Two (2) years relevant experience in Office and District Administration and Departmental Financial Management systems; Experience in Vote and Trust Account will be an added advantage; Valid driver's license. Skills and Competencies: Supervisory skills; Computer literacy (MS Office, Ms Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J. Tope ☎ (053) 8021300
	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7 th floor, Kimberley, 8301. Email or faxed applications will not be considered.
<u>POST 49/31</u>	:	<u>FAMILY LAW ASSISTANT REF NO: 145/18/FA/WC</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum (The successful candidate will be required to sign a performance agreement)
<u>CENTRE REQUIREMENTS</u>	:	Office of the Family Advocate, Cape Town
	:	An LLB Degree or equivalent four (4) year legal qualification. Knowledge in the functions of the Office of the Family Advocate; A valid driver's license. Willing to travel extensively within the province and beyond. Skills and Competencies: Computer literacy (MS Office; Excellent communication skills (written and verbal); Conduct legal research; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Conduct screening interviews and parental responsibilities and rights 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 mediation in disputes regarding parental responsibilities and rights.
<u>ENQUIRIES</u>	:	Advocate N Britz at Tel No: (021) 426 1216

- APPLICATIONS** : Please forward your application to: Regional Head: Private Bag X 9171, Cape Town 8000 or physical address: 30 Queen Victoria Street, 5thFloor Cape Town.
- POST 49/32** : **LEGAL ADMINISTRATION OFFICER (MR3 – MR5) REF NO: 18/116/CD (X3 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 REQUIREMENTS** : National Office, Pretoria
: An LLB degree or four years recognized legal qualification; Sound knowledge of the South African Legal system, International Law, Treaties and Protocols, Regulations and Proclamations; At least 2 years appropriate post qualification legal experience. Skills and Competencies: Legal Research and drafting skills; Interpersonal relations; Dispute Resolution; Report writing; Computer literacy; Communication (written and verbal) skills.
- DUTIES** : Key Performance Areas: Handle matters (criminal and civil matters) at bilateral and multilateral levels; Negotiate, conclude and handle requests for extradition and mutual legal assistance as well as criminal and civil matters; Handle human rights matters and negotiate declarations, resolutions, treaties and writing of country reports; Liaise with the Department of International Relations and Cooperation and other government departments as well as South African Foreign Missions on International legal matters; Coordinate technical assistance to foreign states and regional organizations; Prepare cabinet memoranda, explanatory memoranda for parliament and presidents minutes for signing in relation to international legal matters.
- ENQUIRIES APPLICATIONS** : Ms. M Kganyago ☎ (012) 315 1844
: 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