

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 : 07 January 2019

NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

ERRATUM: Kindly note that the post of Chief Master: Masters Operation with Ref No: 18/226/MAS, advertised in the PSVC 49 dated 07 December 2018 has been withdrawn. We apologize for any inconvenience caused.

MANAGEMENT ECHELON

POST 50/07 : **DIRECTOR: LEGAL SERVICES (X2 POSTS)**

SALARY : R1 005 063 – R1 183 932 per annum (The successful candidate will be required to sign a performance agreement)

CENTRE : Regional Office Limpopo Ref No: 35/18/LMP
Regional Office, Durban Ref No: 18/31/KZN

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 five 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: Strategic capabilities and leadership; Project management; Planning and organising; Financial management; Change management; Research and Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity; Computer skills (MS Office); Presentation and facilitation.

DUTIES : Key Performance Areas: 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; 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 Specialized Services are met.

ENQUIRIES : Limpopo: Mr Masemola TD. Tel No: (015) 287 2025 or Mr Maakamedi TP. Tel No: (015) 287 2026

APPLICATIONS : **KwaZulu-Natal:** Mr JN Mdaka Tel No: (031) 372 3000
Limpopo: 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.

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

OTHER POSTS

POST 50/08 : **SENIOR FAMILY ADVOCATE LP 9 REF NO: 147/18/FA/WC**

SALARY : R934 428 – R1 460 616 per annum (Salary will be in accordance with OSD determination) (The successful candidate will be required to sign a performance agreement)

CENTRE REQUIREMENTS : Office of the Family Advocate, Worcester
 : An LLB Degree or recognised four (4) year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate or Attorney of High Court; The right of appearance in the High Court of South Africa; A valid driver's licence. Skills and Competencies: Good communication skills (both verbally and writing); Operations Management; Research, investigation, monitoring, evaluation and report writing skills with attention to detail; Analytic thinking; Dispute and Conflict Resolution Skills; Information management.

DUTIES : Key Performance Areas: Execute the mandate of the 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); Provide effective people management and deal with complex enquiries; Identify and implement Risk Management Plan.

ENQUIRIES : Advocate S. Ebrahim 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, 5th Floor Cape Town.

POST 50/09 : **FAMILY COUNSELLOR MANAGER REF NO: 23/18/NC**

SALARY : R755 598 – R1 045 935 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Office of the Family Advocate, Kimberley
 : Bachelors Degree in Social Work or equivalent qualification; A minimum of 10 years appropriate experience after registration with the in SA Council for Social Service Professions (SACSSP); Experience in management in the field of Child Care and Protection or related environment will be added advantage; Proof of current registration with SACSSP; Knowledge and understanding of legislation and treaties relevant to domestic and international Child protection, the PFMA and Treasury Regulations; Experience in statutory social work and in being an expert witness in court; Knowledge of integrated approach in provision of services to families and children in civil legal disputes in accordance with domestic law and international treaties as well as expert knowledge of Child Care and Protection services; Valid Driver's license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Project management; Mediation skills; Planning and organisational skills; Forensic report writing. Knowledge on the assessment of children; Strategic management capability; Leadership.

- DUTIES** : Key Performance Areas: Manage the institutional performance of the Family Counsellor profession in the province; Ensure continuous improvement of family counselor service; Implementation and monitoring of family counselor profession related programmes, including norms and national uniform standards; policies, protocols and procedures; Manage, monitor and quality assure the institutional performance of family counselor profession including Family Counsellor Supervision Services; Manage and monitor Family Counsellor output and capture monthly, quarterly and annual performance information accurately in respect of the work of Family Counsellors in the Province; Co-ordinate Reg 6 requests to and from Provinces; Provide expert guidance to Family Counsellors and Supervisors on the implementation of Child Protection, domestic and international legislation policies; Strengthen partnerships with relevant government Departments, NGOs and the SACSSP; Keep up to date with new developments in the social work and management fields and advice the Principal Family Advocate and the Department on all relevant matters within the Social Work Field.
- ENQUIRIES** : Adv. P.M. Molokwane Tel No: (053) 838 4567
- APPLICATIONS** : If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. 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, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- NOTE** : Applicants will be subjected to a skills and/or competency assessment.
- POST 50/10** : **DEPUTY DIRECTOR: IT SECURITY SPECIALIST REF NO: 18/235/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 System/ Technology/ Computer Science or equivalent qualification at NQF6; 5 years IT security environment experience which includes 3 years IT security management; Relevant IT Security Management certifications (e.g. CISSP, CCNP, CCSE, CISM, CRISC) will be an added advantage; A valid driver's license. 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** : Key Performance Areas: Develop a strategy for the management of the Department's IT Security Operations Centre; Manage IT security risk assessments and report on solutions and ways to minimize and mitigate security threats; Develop strategies to handle security incidents and trigger investigations; 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** : Ms. M. Qhamakoane Tel No: (012) 357 8591
- 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** : People with disabilities are encouraged to apply.
- POST 50/11** : **DEPUTY DIRECTOR: TECHNICAL PERFORMANCE MONITORING SPECIALIST REF NO: 18/234/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 Technology or Technical Infrastructure or equivalent qualifications at NQF level 6; Five (5) years IT Infrastructure technical

- experience; 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. Micro focus (OpsBridg, Synthetic, B/M-RUM, APM, Analytic etc.); Problem solving skills; Creative and analytical; Ability to work independently and under pressure; Attention to details.
- DUTIES** : Key Performance Areas: 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 team; Provide inputs into monitoring tool requirements, 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. M Qhamakoane Tel No: (012) 357-8591
: 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 50/12** : **DEPUTY DIRECTOR: NATIONAL LEASE AND DISPOSAL MANAGEMENT REF NO: 18/209/CFO**
03 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
: Degree or appropriate tertiary qualification in Financial or Business Management/Public Administration/Supply Chain Management; 5 years working experience (Financial Environment) of which 3 years must be at Management level; Knowledge of commercial finance function; A valid driver's license. Skills and Competencies: Financial management; People management/ interpersonal relations; Computer literacy (Ms Word, MS Excel & PowerPoint); Leadership skills; Report skills; Accuracy and attention to details; Analytical and problem solving skills; Ability to work under pressure be self-motivated; Communication skills (verbal and written).
- DUTIES** : Key Performance Areas: Manage the leased register and contract agreements; Perform secretarial functions and ensure the effective functioning of the disposal committee timeously; Consolidate and verify all leases and disposals received from the regions and National Office; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. N. Joseph Tel No: (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 50/13** : **SENIOR ASSISTANT STATE ATTORNEY LP5-LP6 REF NO: 18/231/SA**
- SALARY** : R482 907 – R1 133 979 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : State Attorney: Kwazulu-Natal (Durban)
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification litigation experience; A thorough knowledge of legal practice, office management, legal costs 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; Experience in conveyancing will be an added advantage; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Communication skills(written and verbal) with ability to moderate and lead people ; Supervisory and mentoring skills; Creative and analytical; Problem solving and conflict management.

- DUTIES** : Key Performance Areas: Represent the State in litigation and Appeal in the High Court, Magistrates' Court, Labour Court, Land Claims, Tax and Tax Tribunals; Furnish legal advice and opinion to client departments; Provide supervision and training to other professional staff; Draft and/or settle all types of agreements on behalf of the various clients; Deal with all forms of arbitration, including inter-departmental arbitrations; Attend to Liquidation and Insolvency queries, register Trusts and Debt Collection.
- ENQUIRIES APPLICATIONS** : Mr. M. Kooko Tel No: (012) 315 1164
- NOTE** : 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. A current certificate of good standing from the relevant Law Society must accompany the application.
- POST 50/14** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 146/18/FA/WC**
- 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, Cape Town
A Bachelor's Degree in Public Administration or equivalent qualification; Three (3) years' experience in management; Knowledge of Public Service, legislation and prescripts; Knowledge of Public Finance Management Act, Treasury Regulations and Departmental Financial Instructions; Basic knowledge of the core functions of the Office of the Family Advocate; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Conduct legal research; Good interpersonal relations
- DUTIES** : Key Performance Areas: Manage and monitor performance management process in the office of the Principal Family Advocate; Manage and monitor Human Resources related functions; Manage assets, procurement and budget functions; Assist with case flow management and ensure compliance with all monthly statistical and financial reports ; Monitor and manage all risk identified in the office
- ENQUIRIES APPLICATIONS** : Advocate S Ebrahim Tel No: (021) 426 1216
Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 30 Queen Victoria Street, 5th Floor Cape Town.
- POST 50/15** : **ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: 18/224/HR**
- SALARY** : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
3 year Degree/National Diploma in Human Resource Management or equivalent qualification at NQF 6; A minimum of 5 years relevant experience in the field of Human Resource Administration within the Public Service; Knowledge of PERSAL System; Knowledge of relevant HR management legislation and directives. Skills and Competencies: Computer literacy (MS Word, Outlook and Persal); Planning and organizing skills; Good interpersonal relations and communication skills; Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Problem solving skills.
- DUTIES** : Key Performance Areas: Manage and co-ordinate HR administration within the department; Manage conditions of service and service benefits (leave, Housing, terminations, long service recognition, overtime, relocation, pensions, etc.; Manage and render HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, reference checks,etc); Manage performance management processes; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. M.Qhamakoane Tel No: (012) 357 8591
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 50/16** : **ASSISTANT DIRECTOR: FRAUD AND CORRUPTION PREVENTION REF NO: 18/229/CFO**
- SALARY** : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: A Bachelor's Degree in Public Administration/ Management or equivalent qualification; 3 years relevant experience in fraud and corruption prevention including investigations and public service anti-fraud and anti-corruption policies and strategies; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Communication skills (written and verbal); Problem solving skills; Presentation/ facilitation skills; Basic financial management skills; Interpersonal skills; Project management skills.
- DUTIES** : Key Performance Areas: Facilitate the development and implementation of Fraud and Corruption Prevention Strategy/ Plan in the Department; Review and evaluate anti-corruption capacity a measures within the Department; Administer financial disclosures within the department and provide advisory services on ethical issues; Monitor and evaluate integrity systems and processes within the Department; Manage resources (human, financial and assets) in compliance with PFMA and relevant regulatory framework.
- ENQUIRIES APPLICATIONS** : Ms. D. Modibane Tel No: (012) 315 1668
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disability are encouraged to apply.
- POST 50/17** : **ASSISTANT DIRECTOR: DECISION SUPPORT REF NO: 18/201/COO**
- 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 National Diploma in Administration or equivalent qualification; 3 years experience in secretariat and at supervisory level; Knowledge of financial management in relation to PFMA and project management; Knowledge of Justice Yellow Pages (JYP), BAS and understanding of South African Justice system will be an advantage. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Interpersonal skills; Communication (verbal and written) skills; Project management; Team work and problem solving skills; Ability to deal with confidential information; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Provide secretariat support for EXCO meetings; Coordinate and submit information to the Supervisor on Governance Committees as per Auditor General of South Africa (AGSA)'s request; Coordinate and prepare relevant documents for approval processes; Provide effective people management.
- 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.
- NOTE** : People with disabilities are encouraged to apply.
- POST 50/18** : **ASSISTANT DIRECTOR: COMMUNITY OUTREACH REF NO: 18/222/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 year Bachelor's degree in Communication Services and Social Science or equivalent. A minimum 3 years experience in a Public Education/Communication 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.
- DUTIES** : Key Performance Areas: Conduct research into the needs and perceptions of communities with regards to the services offered by the department; Coordinate outreach activities such as school visits, community sessions, exhibitions 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.
- ENQUIRIES APPLICATIONS** : Ms.D.Modibane Tel No: (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.
- NOTE** : People with disabilities are encouraged to apply.
- POST 50/19** : **IT CO-ORDINATOR REF NO: 18/72/KZN**
- SALARY** : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Durban - EtheKwini District Metro
: Diploma (NQF6) in Information Technology / other related degree, with training / project management modules; 4 (Four) years' experience in rendering an IT related LAN Support service; Any accredited IT certificate with 5 (five) years' working experience in an IT related working environment; 2 (two) years' experience in training and project management; 1 (one) year experience in Network Administrator and Help-Desk first line support; 1 (one) year experience in System Management; A valid driver's license. Skills and Competencies: Communication (written and oral) skills; Computer skills (MS Word, PowerPoint, Outlook and Internet, etc.); Problem solving and Analysis; Change Management; Presentation skills; Project Management; Ability to offer lessons and practical training; Interpersonal relations; Planning and organizing; Customer service orientation; Ability to work independently, under pressure and meet deadlines; Understanding of confidentiality in government; Diversity Management.
- DUTIES** : Key Performance Areas: Provide/conduct functional training on Business System Applications; Provide application first line support and liaison with the end – user on LAN Support; Liaise with contracted service providers at the regions; Conduct infrastructural assessment (Applications Support) and coordinate all the related activities within the region; Manage project for the rollout of Business systems and training; Provide end-user assistance with IT solutions and systems in the regions; Compile provincial reports on the IT system usage and Project Status reports.
- ENQUIRIES APPLICATIONS** : Mr J.N. Mdaka Tel No: (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
- POST 50/20** : **SOCIAL WORK SUPERVISOR POST REF NO: 81/18EC**
- SALARY** : R341 322 - R395 685 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Port Elizabeth (Post to be Seconded to Graaff-Reinet)
: Bachelors Degree in Social Work which allows for professional registration with the SACSSP; Professional registration with the SACSSP as a Social Worker; A minimum of 5 years appropriate experience in social work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in evidence, knowledge and application of family law, including mediation in certain divorce matters Act, maintenance Act and Domestic Violence Act, children's Act(inclusive of Hague Convention on international child abduction); A valid drivers licence; Social work supervisory experience will be an

- added advantage. Skills and competencies: Supervisory Skills; Computer literacy(MS Office); Communication skills(verbal and written); Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Supervise the work of Family Counsellors; Provide mentoring and professional guidance to the Family Counsellors in the office and monitor case flow management of family counsellors; Quality assure and evaluate information, recommendations made in the best interest of children in Family Law disputes & quality assure family counsellor services; Conduct mediation and/or inquiries as part of a multi-disciplinary team in matters relating to parental responsibilities and rights, specifically but not limited to care, contact and guardianship, child abduction and related 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 township and rural areas to conduct inquiries and interview parties and source references in the Family Law disputes, alternatively ensure that Family Counsellors are doing so; Report on the performance of the Family Counsellors in the office to the Head of Office.
- ENQUIRIES APPLICATIONS** : Mrs. M. De Lange @ 041-5081300
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200
- POST 50/21** : **ADMINISTRATIVE OFFICER REF NO: 18/74/KZN**
- SALARY** : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate’s Court, Mooi River
: A Bachelor’s degree in Administration or equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, Organizational and problem solving skills; Customer orientation; Ability to interpret and apply policies; Able to work accurately, under pressure and work independently; Attention to details.
- DUTIES** : Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice.
- ENQUIRIES APPLICATIONS** : Mr J.N. Mdaka Tel No: (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
- POST 50/22** : **LABOUR RELATIONS OFFICER REF NO: 18/52/FS**
- SALARY** : R299 709 - R353 043 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Regional Office, Bloemfontein
: A three years Bachelor Degree / National Diploma in Labour Relations/Public Administration Management/Human Resource qualification. A minimum of (3) three to five years appropriate experience. Experience in Conciliation and Arbitration cases will be an added advantage; Knowledge of Labour Law will be an added advantage; A valid driver’s license. Skills and Competencies: Communication skills (verbal and written). Interpersonal relations. Problem solving skills and analytic thinking; Ability to work under pressure. Computer Literacy (MS Office: Word, Excel and Power Point).

- DUTIES** : Key Performance Areas: Promote sound labour relations in the Department. Supervise the activities of subordinates entrusted with the co-ordination and administration of grievances, disciplinary hearings and Labour Relations Circulars. Implement Labour Relations Procedures in terms of grievances and disciplinary hearings in the Public Service. Handle dispute resolution in the GPSSBC, PSCBC, CCMA. Consult with the State Attorney on more complex cases. Conduct research on Labour Relation matter and provide advice accordingly.
- ENQUIRIES APPLICATIONS** : Ms N Dywili Tel No: (051) 407 1800
: 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.
- POST 50/23** : **ASSISTANT STATE ATTORNEY, LP3-LP4 REF NO: 18/233/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: Mthata
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post legal/litigation experience; Right of appearance in the High Court of South Africa will be an added advantage; A valid driver's license; Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** : 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; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitrations and debt collection. A current certificate of good standing from the relevant law Society must accompany the application.
- ENQUIRIES APPLICATIONS** : Mr. M. Kooko Tel No: (012) 315 1164
: 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.
- POST 50/24** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-4 REF NO: 2018/88/GP (X2 POSTS)**
- SALARY** : R242 553 – R549 837 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate, Johannesburg
: Bachelor's Degree in Social Work or equivalent qualification which allows registration with SACSSP; Appropriate what is 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; 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; A valid driver's license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation Interviewing; Conflict resolution; Evaluation and report writing skills; Diversity and conflict management; Attention to details.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; 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.

- ENQUIRIES APPLICATIONS** : Ms. P Raadt Tel No: (011) 332 9000
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 or physical address: Regional Office Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg
- POST 50/25** : **ADMINISTRATIVE OFFICER: FRAUD AND CORRUPTION PREVENTION REF NO: 18/228/CFO (X2 POSTS)**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
 : A National Diploma in Public Administration/Public Management or equivalent qualification; At least 1 year experience in the anti-corruption/ethics/combating and prevention of corruption and fraud; Knowledge of labour relations, general public administration and financial management; A valid driver's license. Skills and Competencies: Computer literacy (MS Office Word, Excel and PowerPoint); Communication skills (written and verbal); Interview skills; Problem solving skills; Presentation/facilitation skills; Good planning and organizational skills; Interpersonal skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Coordinate financial disclosures and business interest of employees and provide advisory services on ethical issues; Maintain and analyse the information on the Central Depository Database System on Public Service Commission hotline referrals and report on the trends; Implement the other remunerative work and gift policies, and assist in policy review and development; Provide training and awareness sessions on Anti-corruption initiatives in terms of the Anti-corruption Communication Strategy; Promote ethical culture within the Department; Provide general administrative support.
- ENQUIRIES APPLICATIONS** : Mr. Onthatile 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.
- NOTE** : People with disabilities are encouraged to apply.
- POST 50/26** : **SENIOR COURT INTERPRETER REF NO: 18/75/KZN (X2 POSTS)**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Court, Durban - Ethekwini District Metro
 : NQF level 4 / Grade 12 and National Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level5; Three years of practical experience as a Court Interpreter; Proficiency in English; Proficiency in two or more indigenous languages; A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.
- 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.
- POST 50/27** : **CHIEF ADMINISTRATION CLERK REF NO: 18/76/KZN**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Court, Chatsworth

- REQUIREMENTS** : Grade 12 or equivalent; A minimum of three to five years' relevant experience. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Able to work independently and under pressure; Attention to detail.
- DUTIES** : Key Performance Areas: Control of the sections related to Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice; Implement departmental policies; Perform any other duties as directed by the Supervisor / Court manager or Area Court Manager.
- ENQUIRIES** : Mr J.N. Mdaka Tel No: (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.
- POST 50/28** : **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** : National Office, Pretoria
- REQUIREMENTS** : An LLB degree or a four year recognized legal qualification; Sound knowledge of the South African/ Legal system, International Law, Treaties and Protocols; At least 2 years appropriate post qualification legal experience. Skills and Competencies: Legal Research and drafting skills; Negotiation skills; Interpersonal relations; Report writing; Computer literacy; Communication (written and verbal) skills.
- DUTIES** : Key Performance Areas: Deal with criminal and civil matters at bilateral and multilateral levels; Negotiate, conclude and process requests for extradition and mutual legal assistance in 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 / 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** : Ms. M Kganyago Tel No: (012) 315 1844
- 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 50/29** : **LEGAL ADMINISTRATIVE OFFICER MR1-MR4 REF NO: 2018/89/GP**
- SALARY** : R186 828 – R332 823 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office: Gauteng
- REQUIREMENTS** : An LLB Degree or 4 year recognized legal qualification; Knowledge of South African Legal system, and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice; Experience in providing legal support in civil matters for and against the Department; A valid driver's license. Skills and Competencies: Legal research and drafting; Report-writing and analytical skills; Computer literacy; Planning and decision-making skills;

- Communication (verbal and written) skills; Ability to work independently and in a team and to take responsibility; Good interpersonal skills.
- DUTIES** : Key Performance Areas: Perform legal administrative duties of civil litigation matters in the Constitutional Court, Supreme Court of Appeal, High Courts; Equality Courts and Magistrate's Courts; Administer and advise the Minister, Director – General and Chief Litigation Officer on all litigation matters affecting the Department; Represent the Department, its functionaries during consultations and liaise with and Instruct the State Attorney with regard to civil matters; Draft legal papers; Manage and deal with Departmental losses, transport claims, debt recovery on behalf of the Department.
- ENQUIRIES** : Mr. SF Ledwaba Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 or physical address: Regional Office Gauteng ; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg.
- NOTE** : People with disabilities are encouraged to apply.