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 : 11 February 2019

NOTE : 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 02/18 : DIRECTOR: LEGAL LEARNING REF NO: 19/01/JC

SALARY : R1 005 063 – R1 183 932 (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Justice College; Pretoria

REQUIREMENTS : An LLB or BA Degree and equivalent legal qualification (NQF level 7) as recognize by SAQA; Minimum of 6 years’ experience in related field of which 5 years' experience should be at middle/senior management level; Experience in legal practice including court appearance, civil and criminal law; Experience in PAJA, PAAI, and academic environment; Knowledge of and experience in applying formal training methodologies, standard frameworks and tools; A valid driver’s license. The following will serve as an added advantage: LLM Degree; Assessor and Moderator certificate. Skills and Competencies: Computer skills (MS Excel and Ms PowerPoint); Project management skills; Communication (verbal and non-verbal) skills; Strategic leadership capacity; Strategic financial management; Analytical thinking, problem solving and decision making; Interpersonal skills; Facilitation skills; Stress tolerance; Performance management; Strategic change management.

DUTIES : Key Performance Areas: Develop, coordinate and maintain legal & quasi-legal education training and development strategy; Manage and facilitate identification of statement aims and intended learning outcomes of the Curriculum; Manage and develop statement of content, assessment, learning interactions (platforms to achieve the leaning outcomes; Manage and facilitate training programs and implementation plan; Manage effective people management.

ENQUIRIES : Ms P Leshilo Tel No: (012) 357 8240

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.
OTHER POSTS

**POST 02/19**

**DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT**  
**REF NO: 19/02/CS**

**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 built environment or equivalent qualification; Minimum of 5 years’ experience of which 3 years should be at management/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; Technical knowledge in the spectrum of discipline within the built environment; In depth infrastructure and property management experience. Skills and Competencies: Numeric and analytical skills; Computer literacy skills; Communication skills (written and verbal); Personal attributes skills; Problem solving skills; People management skills; Project management.

**DUTIES**: Key Performance Areas: Ensure that all Capital projects are implemented on time within the budget and conforming to the required needs and specifications; Provide access facilities for persons with disabilities in all DOJ property portfolio; Deal with land acquisition for purpose of developing functional buildings such as courts; Monitor the implementation of programmes and projects by implementing agent and the adherence to the service delivery agreement; 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: 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 02/20**

**LECTURE: LAW**  
**REF NO: 19/03/JC**

**SALARY**: R444 693 – R523 818 (All Inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE**: Pretoria: Justice College

**REQUIREMENTS**: An LLB Degree or equivalent legal qualification; At least 3 years’ experience in legal practice; Knowledge of Legal, Constitutional, Linguistic, Mediation etc; Knowledge of and experience in applying formal training methodologies, standards frameworks and tools; Experience in curriculum development and published articles in accredited peer reviewed journals will be added advantage; Assessor and moderator certificate recommended; A valid driver’s license. Skills and Competencies: Communication (written and verbal skills); Facilitation skills; Creative and analytical; Project management; Interpersonal skills; Research skills; Change management; Ability to work under pressure and tight deadlines; Computer literacy skills (Windows, Office, Excel, MS projects access presentation and Visio).

**DUTIES**: Key Performance Areas: Provide inputs and update curricula and program material; provide training to learners/trainees as per training programe; Undertake relevant research in specialist subject areas; Conduct assessment and or Evaluation; Perform administration duty as required; Provide administration duty as required.

**ENQUIRIES**: Ms. P Leshilo ☎️ (012) 357 8240

**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 02/21: ASSISTANT DIRECTOR: AUDIT FACILITATION REF NO: 19/04/CFO

SALARY: R356 289 – R430 389 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria

REQUIREMENTS: Degree/or appropriate Tertiary qualification in Financial or Business Management/ Public Administration; 3 years working experience in analysing financial information; 3 years’ experience at supervisory level; Knowledge of Public Financial Management Act, (PFMA), Treasury Regulations; Supply Chain Management (SCM); relevant Government Policies and Regulations; Practical experience of BAS, Persal, Logis. Skills and Competencies: Good communication (verbal & written) skills; Computer literacy (Microsoft Office; Word, Excel and PowerPoint) Technical and project management skills; Functional ability and working as a team; Good interpersonal relations; Strategic and conceptual orientation; Attention to detail and numeric skills; Good leadership, organizational and problem solving abilities.

DUTIES: Key Performance Areas: Coordinate, facilitate the efforts of the audit and compliance and governance bodies by facilitation of all the audit phases, Identify audit risks and set preventative measures; Provide audit information reports; Analyze financial information for preparation of the Departmental Interim/Annual Financial Statements; Provide effective people management.

ENQUIRIES: Ms N Joseph ☎ (012) 357 8646

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 disability are encouraged to apply.

POST 02/22: ADMINISTRATIVE OFFICER REF NO: 21/18/NC

(This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)

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

CENTRE: Magistrate Office Garies

REQUIREMENTS: A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; Three (3) years relevant experience in Office Administration; 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.

DUTIES: Key Performance Areas: Control documents and custody of reserve stock; 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.

ENQUIRIES: Mr J. Tope ☎ (053) 8021300

APPLICATIONS: 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.

POST 02/23: ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 19/05/CLO

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: State Attorney: Pretoria

REQUIREMENTS: 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; Conveyancing 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, High Labour, CCMA, Supreme Court of Appeal, Constitutional Courts, Land Claims, Tax and Tax Tribunals; Draft legal documents and conduct legal research; Draft and/or settle all types of contracts on behalf of the various client departments; Preside over all forms of arbitration, including inter-departmental arbitrations; Furnish legal advice and opinions; Guide and train support staff; Draft, prepare and register conveyancing documents.

**ENQUIRIES**: Ms. K. Ngomani (012) 357 8661

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

**NOTE**: People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.

**POST 02/24**: SENIOR COURT INTERPRETER REF NO: 2019/02/MP

(Re-Advert)

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

**CENTRE**: Evander Magistrate Office

**REQUIREMENTS**: NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF5 ; Proficiency in two or more indigenous languages; Proficiency in English; Three years practical experience; Driver’s licence; Language requirements: isiZulu; Sepedi; Afrikaans; Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical Thinking; Problem Solving; Planning and organizing; Confidentiality; Ability to work under pressure.

**DUTIES**: Key Performance Areas: Render Interpreting services: Translate legal documents and exhibits: Develop Terminology; Assist with the reconstruction of Court Records: Perform Specific Line and Administrative Support Functions: Control and Supervision of Interpreters:

**ENQUIRIES**: Ms KN Khanyile 013 753 9300 Ext.220

**APPLICATIONS**: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X11249, Nelspruit 1200 or Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.

**CLOSING DATE**: 01 February 2019

**POST 02/25**: SENIOR COURT INTERPRETER REF NO: 2019/03/MP

(Re-Advert)

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

**CENTRE**: Standerton Magistrate Office

**REQUIREMENTS**: NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF5 ; Proficiency in two or more indigenous languages; Proficiency in English; Three years practical experience; Driver’s licence. Language requirements: Afrikaans; isiZulu; Sesotho; Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical Thinking; Problem Solving; Planning and organizing; Confidentiality; Ability to work under pressure.

**DUTIES**: Key Performance Areas: Render Interpreting services: Translate legal documents and exhibits: Develop Terminology; Assist with the reconstruction of Court Records: Perform Specific Line and Administrative Support Functions: Control and supervision of Interpreters.

**ENQUIRIES**: Ms KN Khanyile 013 753 9300 Ext.249
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X11249, Nelspruit 1200 or Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.

CLOSING DATE: 01 February 2019

POST 02/26: COURT INTERPRETER REF NO: 2019/01/MP
(Re-Advert)

SALARY: R163 563 – R192 666. The successful candidate will be required to sign a performance agreement.

CENTRE: Kwamhlanga Magistrate Office

REQUIREMENTS: NQF Level 4/ Grade 12; Three months practical experience will be an added advantage; Proficiency in one or more indigenous languages; Proficiency in English; Driver’s licence will be an added advantage. Language requirements: isiZulu; isiNdebele; Sepedi. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical Thinking; Problem Solving; Planning and organizing; Confidentiality; Ability to work under pressure.

DUTIES: Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court quasi – judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep Court records up to date; Perform any other duty that he/she may be assigned to in terms of rationalization of functions by the office.

ENQUIRIES: Ms L Mashaba ☎ 013 753 9300 Ext.300

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X11249, Nelspruit 1200 or Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.

CLOSING DATE: 01 February 2019