

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 : 18 February 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 exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigner or dual citizenship holder must provide the Police Clearance certificate from his/her country of origin. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. 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 Administrative Officer with Ref No: 21/18/NC advertised on Public Service Vacancy Circular 02 dated 18 January 2019 has been withdrawn. Enquiries: Mr J. Tope Tel No: (053) 8021300. We apologize for any inconvenience caused.

OTHER POSTS

POST 04/21 : **ADMINISTRATIVE OFFICER (X5 POSTS)**

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

CENTRE : Magistrate Courts:
Babanango Ref No: 19/04/KZN
Emlazi: Ref No: 19/05/KZN
Ntuzuma: Ref No: 19/06/KZN
Pinetown Ref No: 19/07/KZN
Ubombo: Ref No: 19/09/KZN

REQUIREMENTS : 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 policy; Able to work accurately under pressure and work independently; Attention to detail.

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; Draft and submit memoranda and reports; General supervision of administrative staff; 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; 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. Act on a higher level as and when required to do so.

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 04/22 : **ADMINISTRATIVE OFFICER REF NO: 19 /13 /FS**
 (Re-advertisement)

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

CENTRE : Magistrate's Office: Zastron
REQUIREMENTS : Three year Bachelor's degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage. Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource; Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Knowledge of PFMA, DFI, BAS and JYP Skills and competencies Good interpersonal relations; Computer Literacy (Microsoft packages); Leadership and Principles of Management.

DUTIES : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply Chain; Manage the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co- workers for completion and correctness; 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 service, Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general Facilitate training and development of personnel; Management of performance in the office and Performance of any other duties necessary to ensure smooth office running.

ENQUIRIES : Ms NM Dywili @ (051) 407 1800
APPLICATIONS : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

POST 04/23 : **ADMINISTRATIVE OFFICER REF NO: 27/18/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 Williston
REQUIREMENTS : A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; Three (3) years relevant experience in Office and District Administration and Departmental Financial Management systems; Experience in Vote and Trust Account will be an added advantage; A 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; 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.
- ENQUIRIES** : Mr J. Tope Tel No: (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 04/24** : **SENIOR COURT INTERPRETER (X3 POSTS)**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate’s Office, Bethlehem Ref No: 19/ 12 /FS
Welkom Cluster Magistrate’s Office, (Odendaalsrus) Ref No: 19/ 14 /FS (Re-advertisement)
Magistrate Office Springbok: Ref No: 24/18/NC (This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)
- REQUIREMENTS** : NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in two or more indigenous languages. Three (3) years practical experience; Valid (motor vehicle) Driver’s license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Interpersonal relations, Problem solving, Planning and organising and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure. Language Proficiency: Bethlehem: English, Afrikaans, Sesotho and IsiZulu.
- DUTIES** : Key Performance Areas: To interpret in court of Law (Civil and Criminal matters. Entering of criminal cases in the criminal record book / register; To interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feed back to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics. Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.
- ENQUIRIES** : Bloemfontein: Ms NM Dywili @ (051) 407 1800
Kimberley: Ms C Mashibini Tel No: (053) 802 1300
- APPLICATIONS** : Bloemfontein: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53 Colonial Building, Charlotte Maxeke Street.
Kimberley: 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 04/25** : **MAINTENANCE INVESTIGATOR: REF NO: 19/10/KZN**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Courts: Verulam

- REQUIREMENTS** : A Grade 12 certificate with two years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license code EB; Knowledge of computer literacy (experience in MS Word and Excel); Certificate reflecting these courses to be attached. Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Ability to: Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressured environment; Assist the court in the conducting of maintenance matters for the court.
- DUTIES** : Key Performance Areas: Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Render any administrative support to the office; Outdoor function requiring physical tracing capabilities; Perform any other administrative functions as required from time to time; Serve documents on complainants/respondents/banks/employers/ etc.
- 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 04/26** : **ADMINISTRATIVE OFFICER: LEGAL ADMINISTRATION REF NO: 19/11/KZN**
(Re-advertisement)
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Durban
: Bachelor's Degree or equivalent qualification and two years' experience in the justice system and/or relevant sector environment; A valid driver's licence. Skills and Competencies: Computer literacy (including Word, Excel, Powerpoint); Facilitation and Presentation skills; Good Interpersonal relations; Ability to liaise with the team members and stakeholders; Excellent communication skills (verbal and written); Accuracy and attention to detail; analytical skills.
- DUTIES** : Key Performance Areas: Act as secretariat for meetings; collate and analyse statistics from the courts and stakeholders; prepare reports and memoranda; deal with complaints; assist to ensure the effective administration of the specialized Courts (maintenance, domestic violence, equality courts, sexual offences courts) and Small Claims courts in the province; participate in Inter-sectoral Committees and meetings on behalf of the Directorate Legal Administration; organize and participate in outreach programmes and trainings in the province; deal with and assist with general administrative duties within the Directorate.
- 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 04/27** : **CHIEF ADMINISTRATION CLERK REF NO: 19 /15/ FS**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office, Welkom
: Grade 12 certificate or Equivalent Qualification with three years relevant experience. A valid driver's license and Court experience will serve as an advantage. Skill and Competencies: Computer literacy (MS Office, MS Excel & PowerPoint). Good Communication (Verbal and written). Good interpersonal relations and problem solving skills; Ability to work under pressure and work independently; Knowledge of PFMA, DFI, BAS and JYP.
- DUTIES** : Key Performance Areas: Render general clerical support services. Provide Supply Chain clerical support services within the component. Supervise and provide

personnel administration clerical support services within the Court/Cluster. Supervise and provide financial administration support services in the Court/Cluster.

ENQUIRIES
APPLICATIONS

- : Ms. N Dywili Tel No: (051) 407 1800.
- : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or Physical Address: 53 Colonial Building Charlotte Maxeke Street, Bloemfontein, 9300.