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 : 25 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 license 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. 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 driver’s license is a requirement. Correspondence will be limited to shortlisted 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 05/12 : CHIEF MASTER REF NO: 19/10/MAS

SALARY : R1 446 378 – R1 629 348 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An appropriate LLB Degree or recognized 4 year legal qualification (NQF level 8); 8 years of experience at a senior management level of which 5 years should be in the Master’s environment; Knowledge of all spheres of law including interpretation of statutes, administrative law, law of contracts and asset forfeiture; Skills and Competencies: Strategic capacity and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Provide strategic leadership to the Office of the Master of the High Court; Formulate policy, strategy and facilitate operational risk management across the Master of the High Court; Manage and provide corporate governance to the Master of the High Court’s operations in terms of the enabling legislations; Facilitate and manage the stakeholder relations for the Masters Branch; Manage the finance of the Branch as delegated; Provide effective people management.

ENQUIRIES : Mr. S Maeko Tel No: (012) 315 1996
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.
OTHER POSTS

POST 05/13:  
DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 19/01/KZN  
(Re-Advertisement)

SALARY:  
R697 011 – R821 052 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE:  
Regional Office, Durban

REQUIREMENTS:  
A Degree or 3 years National Diploma in Public Management / Administration or equivalent qualification; Minimum of 3 years’ experience in either Building Management / Maintenance or Project Management; Three (3) years practical experience in Facilities Planning and Management including space audit; Practical experience in managing external service providers; Knowledge and understanding of Fixed Asset Management, PFMA and GIAMA; Knowledge and understanding of Government procurement process relating to procurement of assets; A valid driver’s license. Skills and Competencies: Project Management; Financial management skills; Leadership and management skills; Communication skills (verbal and written); Strategic and conceptual orientation; Team orientated and results driven; Interpersonal relations and customer orientation; Creative and analytical skills; conflict management skills; Continual learning and information search; Computer literate.

DUTIES:  
Key Performance Areas: Manage overall space of the Region; Monitor and report on all major projects undertaken in the region; Monitor proper implementation of Departmental Maintenance Plan as well as day to day Maintenance; Form part of the planning processes and Liaise with DPW for acquisition of land for the construction of new facilities; Prepare and manage Provincial maintenance, Property plans and budget; Assist in identifying and compiling submissions for inclusion of offices in RAMP projects; Provide facilities management services including procurement of leased accommodation, maintenance and capital works projects identification and support; Provide office support services (including information, document management, technology and transport management).

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 05/14:  
COURT MANAGER (X3 POSTS)

The post is a re-advertisement; candidates who previously applied are encouraged to re-apply.

SALARY:  
R444 693 – R523 818 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE:  
Magistrate’s Office, Maphumulo Ref No: 19/02/KZN

Magistrate Vanderbijlpark (1) & Magistrate Daveyton (1) Ref No: 2019/09/GP

REQUIREMENTS:  
Three (3) year qualification in Administration (NQF level 6) and / or National Diploma in Services Management (NQF level 5) plus the module on Case Flow Management or equivalent qualification; At least 3 year’s managerial or supervisory experience; Knowledge of an 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 licence; Experience in the Court environment will be an added advantage; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.

DUTIES:  
Key Performance Areas: Manage courts and places of sitting within the Sub-District of Maphumulo Local Municipality; Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant
users; Develop and implement customer service improvement management;
Manage service level agreements.

ENQUIRIES:
KwaZulu- Natal: Mr J.N. Mdaka Tel No: (031) 372 3000
Gauteng: Ms RR Moabelo Tel No: (011) 332 9000

APPLICATIONS:
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
Gauteng: Private Bag X6, Johannesburg, 2000, 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg

POST 05/15:
ASSISTANT DIRECTOR: FINANCE REF NO: 2019/11/GP

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

CENTRE:
Regional Office Gauteng

REQUIREMENTS:
Degree or 3 year Diploma in Financial Management or equivalent qualification; Three years relevant financial experience; At least three years supervisory experience; Knowledge and understanding of the PFMA, Treasury Regulations and relevant Government regulations and policies; Knowledge and practical experience of the Basic Accounting System, Budgeting process in Government and Persal; Ability to work extended hours, when required; A valid driver's license

Skills and Competencies: Planning and Organisation; Ability to work under pressure; Good communication and interpersonal relations; Financial and Supply Chain Management skills; Sound analytical, statistical and problem solving skills; Computer literacy; Creative, innovative, flexible and highly motivated; Ability to work independently as well as with internal and external Clients; Strong leadership and management capabilities; Presentation and facilitation skills.

DUTIES:
Key Performance Areas: Execute all budget control management duties and responsibilities as specified in the PFMA, Treasury Regulations and DFI( Departmental Financial Instructions): Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget for the province; Allocate, update and maintain the budget on BAS; Monitor expenditure allocations and amend erroneous allocations(Journals): Responsible for the annual submission of the Adjustment Estimates and Medium Term Expenditure Framework(MTEF); Provide Support and training to financial stakeholders; Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and resource management; Responsible to monitor, check and support the Systems and Account Section(payment of S&T claims) as well as cashier’s office); Perform other duties as required by the Regional Finance & SCM Director.

ENQUIRIES:
Mr. SF Ledwaba Tel No: (011) 332 9077

APPLICATIONS:
Quoting the relevant reference number, direct your application to: Postal Address: Regional Office, Gauteng Private Bag X6, Johannesburg, 2000, 94 Pritchard Street, 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.

POST 05/16:
ASSISTANT DIRECTOR ADMINISTRATION REF NO: 19/03/KZN
(Re-Advertisement)

SALARY:
R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE:
Office of the Family Advocate, Durban

REQUIREMENTS:
B Degree/National Diploma in Public Administration or NQF Level 6 Equivalent; Three years supervisory and Administration experience; Knowledge and application of the Public Finance Management Act, National Treasury Regulations, Departmental Financial Instructions as well as Supply Chain Management; Knowledge and understanding of Public service Regulatory Framework as well as the Constitution of South Africa; Proven Track record of Program/ Project Coordination; Basic knowledge of the core functions of the office of the Family Advocate; A valid driver’s license. Skills and Competencies: Strategic thinking and leadership skills; Project Management; Research and negotiation skills; Creative and analytical; Problem solving and decision making; Conflict management;
DUTIES

Key Performance Areas: Manage and supervise administrative staff in the office of the Family Advocate within the specified region; Manage financial, assets, procurement and budget functions; Prepare accurately, complete and timely, monthly statistical and financial reports; Ensure effective internal controls regarding financial and administrative risk; Furnish monthly, quarterly and annual expenditure analysis, G-Fleet and compliance reports; Oversee Employee Relations and Human Resource Development of Administrative staff in the region.

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 05/17

LEGAL ADMINISTRATION OFFICER (MR 5) REF NO: 2019/12/GP

SALARY

R353 253 – R867 399 (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; At least 8 years’ appropriate post qualification legal experience; Sound Knowledge of the South African Legal System; A valid driver’s license. Skills and Competencies: Computer literacy; Excellent Communication (Verbal and Written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to detail; Good filling skills; Report writing skills; Research ability; Ability to work under pressure.

DUTIES

Key Performance Areas: Recover and or dispose of losses of/damage to state money and property in accordance with the provisions of Chapter 11 and 12 of the Treasury Regulations and Departmental Financial Instructions; Liaise with internal and external stakeholders(such as Auditors, Office of the DPP ,State Attorney ,SAPS and other Government Departments; etc) in respect of such loss control; Liaise with State Attorney on loss cases; Prepare various reports on the status of losses in the province; Draft Legal documents for and give legal advice to Regional Head and Senior Management on variety of issues; Deal with civil proceedings instituted by and against the Department; Respond to petitions; representations and complaints from civil society and other government Department; Perform Legal research; Supervise staff in the unit; Conduct awareness and training on loss control to courts and all relevant units within the Regional Office.

ENQUIRIES

Mr. S F Ledwaba
Tel No: (011) 332 9000

APPLICATIONS

Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

POST 05/18

ADMINISTRATION OFFICER REF NO: 19/VA10/NW

SALARY

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

CENTRE

Odi Magistrate Court

REQUIREMENTS

Three year Bachelor’s degree/National diploma in Public Management/ Administration or equivalent; Two years relevant experience; Experience within the Court environment will serve as an added advantage; Sound knowledge of supply chain management and risk management; Knowledge of PFMA, DFI, BAS and JYP; Sound knowledge of supply chain management and risk management; Knowledge of PFMA, DFI, BAS and JYP; A valid driver’s licence. Skills and competencies: Sound knowledge of financial management (Vote and Trust Account); Sound knowledge of human resources management; Computer literacy (Microsoft packages); Sound knowledge of asset management; Good interpersonal relations; Leadership and Principles of Management.

DUTIES

Key Performance Areas: Control of the sections related to Family Courts; HR and Supply Chain; Management of the finance of the office (Third Party funds and Vote
Account); 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 Justice; Implement Departmental policies; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Facilitate training and development of court personnel; Management of performance in the office; Performance of any other duties necessary to ensure smooth office running.

ENQUIRIES: Ms. P. Lekoma Tel No: (018) 397 7031
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

NOTE: All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.

POST 05/19: ADMINISTRATIVE OFFICER REF NO: 19/16/KZN

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

CENTRE: Magistrate Court, Nkandla

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; 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. 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 05/20: MAINTENANCE INVESTIGATOR REF NO: 19/17/KZN

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

CENTRE: Magistrate Courts, Vryheid

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**

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 05/21**

MAINTENANCE OFFICER (X2 POSTS)

**SALARY**

R186 828 – R475 773 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate Court: Pinetown Ref No: 19/12/KZN, (MR1- MR5) Magistrate Court Potchefstroom Ref No: 19/VA06/NW, (MR1 – MR4)

**REQUIREMENTS**

An LLB Degree or recognized 4 year legal qualification. Knowledge of the maintenance system and family law matters. Knowledge of Maintenance Act (Act 99/1998); A valid driver’s licence. Skills and Competencies: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides Clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Ability to work under pressure; Communication skills (verbal and written); Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

**DUTIES**

Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

**ENQUIRIES**

Mr J.N. Mdaka Tel No: (031) 372 3000 Ms. L. Shoai Tel No: (018) 397 7054

**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.

**North West:** Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.