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 March 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.

MANAGEMENT ECHELON

POST 07/09 : HEAD: JUSTICE COLLEGE (CHIEF DIRECTOR LEVEL) REF NO: 19/19/JC

SALARY : R1 189 338 – R1 422 012 per annum. (All inclusive remuneration packages). The successful candidate will be required to sign a performance agreement.

CENTRE : Justice College, Pretoria

REQUIREMENTS : An appropriate B Degree in Public Administration/ Law or equivalent qualification at NQF level 7 as recognized by SAQA; A Master’s degree in the above mentioned qualification will be an added advantage; A minimum of 5 years’ experience at Senior Management level of which 4 years should be in training and education environment. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage and coordinate implementation of strategic direction and corporate governance; Overseer and manage accreditation of education, development and training programmes; Overseer and manage development and production of research, innovation and knowledge; Overseer and manage provision and delivery of training, education and development of all programmers; Manage and co-ordinate administrative and learner support services; Built, initiate and drive sound relationship with, and influence partners in government as well as in the education, development and training sector; Evaluate and quality assure the overall performance and reporting of the College; Provide effective people and financial management.

ENQUIRIES : Ms P Leshilo Tel No: (012) 357 8240
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 and women are encouraged to apply.

OTHER POSTS

POST 07/10: STATE LAW ADVISER LP7-LP8 REF NO: 19/12/LD

SALARY: R725 487 – R1 203 570. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Rules Board for Courts of Law: Pretoria

REQUIREMENTS: LLB or 4 year recognized legal qualification; At least 5 years appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Knowledge of the Civil Justice System and the Rules of Court; Experience in Constitutional Law and Administration will be an added advantage. Skills and Competencies: Legal Research and legislative drafting; Excellent written and verbal communication skills; Analytical legal thinking; Problem solving and decision making skills; Interpretation and presentation skills; Computer literacy; Ability to work independently and under pressure, yet function as part of a team when required.

DUTIES: Key Performance Areas: Plan and conduct research, including comparative legal research into court rules; Prepare research papers and make representations to the Rules Board and its committees; Draft rules of court and memoranda; Participate in projects to reform the Civil Justice System; Render an administrative support service to the Rules Board and its committees; Process approved amendments and new rules; Perform any other related duties as required.

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

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.

POST 07/11: DEPUTY DIRECTOR: THIRD PARTY FUNDS ACCOUNTING REF NO: 19/15/CFO

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

CENTRE: National Office, Pretoria

REQUIREMENTS: A Degree/National Diploma (NQF level 6) in Financial Management or equivalent; A minimum of 5 years relevant experience in a Financial Accounting/Management environment of which a minimum of 3 years should be at management level; Knowledge of the Public Finance Management Act and National Treasury Regulations; Experience SAP FI & PSCD; Experience in the compilation of financial statements according to GRAP Accrual principles; A valid driver’s license. Skills and Competencies: Good communication (written and verbal) skills; Computer literacy and spreadsheet skills (will be tested); Reliable, responsible, accountable and believe in transparency; Ability to work under pressure and meet daily deadlines; Must be able to travel extensively.

DUTIES: Key Performance Areas: Perform oversight of Financial Accounting transactions, correction and bookkeeping support services; Manage General Ledger Accounts (FI & PSCD) and corrections; Compile reports and other Financial Statements; Manage PERSAL maintenance deductions; Provide guidance and training to regional Third Party Funds units; Manage other ad-hoc accounting functions; Provide effective people management.

ENQUIRIES: Ms. E. Zeekoei Tel No: (012) 315 1436

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 07/12: DEPUTY MASTER MR-6 REF NO: 19/13/MAS

SALARY: R448 269 – R1 084 437 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Master of the High Court: Pietermaritzburg

REQUIREMENTS: LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates, Mental Health, Insolvency Act, Companies, Close Corporations, Trust Property Control Acts and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court; A valid driver’s licence. Skills and Competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute Resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy.

DUTIES: Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.

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.

POST 07/13: COURT MANAGER REF NO: 2019/04/MP

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

CENTRE: Magistrate Office: Bushbuckridge

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: Ms. NC Maseko Tel No: (013) 753 9300/249

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.
POST 07/14: COURT MANAGER REF NO: 07/19/LMP

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

CENTRE: Magistrate Sekgosese (Morebeng)

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: 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: Ms Mongalo MP Tel No: (015) 287 2037 or Ms Phalane MR. Tel No: (015) 287 2036

APPLICATIONS: 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.

POST 07/15: ASSISTANT DIRECTOR: TRUST FUND MANAGEMENT REF NO: 19/18/CFO

(Three Years Contract Appointment)

SALARY: R356 289 + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria

REQUIREMENTS: National Diploma/Degree in financial management or equivalent qualification at NQF level 6; A minimum of 3 years’ experience in a financial management environment; Knowledge and experience in Third Party Funds management; Knowledge of Public Finance Management Act and National Treasury Regulations; Knowledge of MojaPay and JDAS/SAS operational as well as training experience; A valid driver’s license. Skills and Competencies: Communication (written and verbal) skills; Computer literacy and spread sheet skills; Reliable, responsible, accountable and believe in transparency; Ability to work under pressure and meet daily deadlines.

DUTIES: Key Performance Areas: System development and roll-out; Provide systems training as well as operational/accounting and technical office support to all offices and regions; Participate in cleanup projects at high risk offices; Participate in the compilation of Internal and Annual Financial Statements; Audit readiness, preparation and responses to audit findings; Provide effective people management.

ENQUIRIES: Ms. E. Zeekoei Tel No: (012) 315 1436

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 07/16: IT CO-ORDINATOR REF NO: 08/19/LMP (X2 POSTS)

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

CENTRE: Regional Office: Limpopo

REQUIREMENTS: 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 licence 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: Mr. Maakamedi TP Tel No: (015 287 2026 or Ms. Mongalo MP Tel No: (015 287 2037

APPLICATIONS: 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.

POST 07/17: CHIEF ACCOUNTING CLERK: PAYROLL REF NO: 19/09/CFO

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

CENTRE: National Office, Pretoria

REQUIREMENTS: A grade 12 certificate or equivalent qualification; At least three years’ experience in the government payroll environment; Basic knowledge of the Public Service Finance Management Act and Treasury Regulations; Experience in the Basic Accounting System (BAS) and Persal; Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal) skills; Planning and organizing skills; Accuracy and attention to detail; Problem solving skills.

DUTIES: Key Performance Areas: Manage departmental debts; Implement salary allowances and deductions; Perform monthly annual Income Tax reconciliation and manual tax re-calculations; Reconcile and clear Salary Suspense and Control accounts; Manage the payment and reconciliation of Subsistence and Transport claims and advances; Provide effective people management.

ENQUIRIES: Ms E Sebelebele Tel No: (012) 357 - 8662

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

POST 07/18: ACCOUNTING CLERK: PAYROLL SERVICES REF NO: 19/06/CFO

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

CENTRE: National Office: Pretoria

REQUIREMENTS: Grade 12 or equivalent qualification; Advanced Excel/IT experience; The following will serve as added advantage: Knowledge and experience of BAS and Persal; Basic knowledge of the PFMA and Treasury Regulations; Courses in government
financial management; Skills and Competencies: Computer literacy (Ms Office); Communication skills (verbal and written); Planning and organizing skills; Accuracy and attention to detail; Problem solving skills; Ability to maintain a high level of confidentiality; Ability to work under pressure and be able to interpret relevant policies.

DUTIES : Key Performance Areas: Render financial administration support services; Perform salary administration support services; Perform bookkeeping support services; Render a budget support service.

ENQUIRIES : Ms. M. Qhamakoane Tel No: (012) 357 8591

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.