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: 13 May 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 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. 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 license 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.

OTHER POSTS

POST 15/12: SENIOR COURT INTERPRETER REF NO: 19/46/FS
(Re-Advertisement)

SALARY: R257 508 – R303 339 per annum. The successful Candidate will be required to sign a performance agreement.

CENTRE: Magistrate’s Office, Bethlehem

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; Driver’s license will be an added advantage; Skills and Competences: Excellent communication; Listening, Inter-personal 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: interpret in court of Law (Civil and Criminal matters; Entering of criminal cases in the criminal record book / register; 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; perform a variety of routine interpreting duties related to the Core function of the Department; 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: Ms NM Dywili Tel No: (051) 407 1800

APPLICATIONS: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
POST 15/13: CHIEF ACCOUNTING CLERK: MISCELLANEOUS PAYMENTS REF NO: 19/08/CFO

SALARY: R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: Grade 12 certificate or equivalent qualification; 3 years’ experience in government payroll environment; Knowledge of the Public Finance Management Act and Treasury Regulations; Experience in the Basic Accounting System (BAS); Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Planning and organizing skills; Accuracy and attention to details; Problem solving skills.

DUTIES: Key Performance Areas: Manage miscellaneous payments and the clearing of suspense/ control accounts; Management of transfer payments, resolve creditor queries and ensure compliance with payment period; Management of the telephone database and interface; Ensure document and records management; Implementation of internal control measures; Supervise subordinates by inter alia, allocating work, ensuring orderliness in work performance, quality and turnover and office discipline; Provide training to subordinates; Evaluate work performance of subordinates.

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

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.