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: 03 June 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. 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 17/23: DEPUTY DIRECTOR: THIRD PARTY FUNDS REF NO: 19/VA25/NW

SALARY: R733 257 – R863 748 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office: NW

REQUIREMENTS: A Degree/National Diploma in Financial Management or equivalent qualification; A minimum of five (5) years relevant experience in a financial accounting/management environment, of which a minimum of three (3) years should be at supervisory/management level; A sound knowledge of the Public Finance Management Act and National Treasury Regulations; Extensive knowledge of the Department of Justice and Constitutional Development and its Third Party Functions and services; Knowledge of Third Party Functions (TPF) system and a recognized accounting software package will be an added advantage; Knowledge of GRAP/GAAP, trust Account; A valid driver’s license. Skills and Competencies: Strategic management abilities; Communication (verbal and written); Project and financial management; Planning and organizing (including time management); Presentation and facilitation skills; Diversity management; Computer literacy (MS Office); Ability to work under pressure and meet deadlines; Accuracy and attention to detail.

DUTIES: Key Performance Areas: Manage financial operations of Third Party Funds; Provide Training and on-site support to trainees within the Region on monthly monitoring and reporting of TPF’s, Justice Deposit Account System (JDSA) and compilation and consolidation of Regional Annual Financial Statements; Provide effective people management; Assist in the compilation of TPF Financial Statements, audit facilitation and verification of management comments; Provide inputs on any improvements in financial systems, processes and procedures.

ENQUIRIES: Ms. L Shoai at (018) 397 7088
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.
<table>
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<tr>
<th>POST 17/24</th>
<th>SENIOR ASSISTANT STATE ATTORNEY LP5-LP6 (X4 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R510 432 – R1 192 947 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.</td>
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| CENTRE     | State Attorney: Johannesburg Ref No: 19/51/SA  
State Attorney: Mmabatho Ref No: 19/52/SA  
State Attorney: Cape Town Ref No: 19/61/SA |
| REQUIREMENTS | An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; A thorough knowledge of legal practice, office management, legal costs and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Experience in conveyancing will be an added advantage; A valid driver’s license; Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Communication skills (written and verbal) with ability to moderate and lead people; Supervisory and mentoring skills; Creative and analytical; Problem solving and conflict management. |
| DUTIES     | Key Performance Areas: Represent the State in litigation and Appeal in the High Court, Magistrates’ Court, Labour Court, Land Claims, Tax and Tax Tribunals; Furnish legal advice and opinion to client departments; Provide supervision and training to other professional staff; Draft and/or settle all types of agreements on behalf of the various clients; Deal with all forms of arbitration, including inter-departmental arbitrations; Attend to Liquidation and Insolvency queries, register Trusts and Debt Collection. |
| ENQUIRIES  | Mr. E. Seerane Tel No: (012) 315 1164 |
| 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. |

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<tr>
<th>POST 17/25</th>
<th>COURT MANAGER REF NO: 27/19/LMP</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.</td>
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<td>CENTRE</td>
<td>Magistrate Mankweng</td>
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<td>REQUIREMENTS</td>
<td>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 and 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 license; 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.</td>
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<tr>
<td>DUTIES</td>
<td>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.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr Maakamedi TP Tel No: (015) 287 2026 or Ms Mongalo MP Tel No: (015) 287 2037</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice &amp; Constitutional Development, Private</td>
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POST 17/26: ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 26/19/LMP
Re-Advertisement

SALARY: R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office, Limpopo

REQUIREMENTS: An appropriate three year National Diploma/degree or equivalent qualification; (Building, Electrical and Civil Engineering or related); Three years supervisory/management experience; Three years facilities and Auxiliary services experience; A valid driver’s license. Skills and Competencies: Project Management; Good Financial Management skills; Strong communications skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team oriented and results driven; Interpersonal relations and customer orientation; Creative and analytical; Problem solving and conflict management; Continual learning and information search; Accuracy and attention to detail; People Management skills.

DUTIES: Key Performance Areas: Assist with the management and co-ordinate planning for Capital Works and maintenance for infrastructure; Liaise with the Department of Public Works (DPW) on Capital Works and upgrading of infrastructure; Liaise with Area/Court Managers and Facilities Co-ordinators on additional infrastructure requirements and maintenance requirements; Assist with the implementation of OHS Act as well as physical security upgrade; Assist with development of asset management strategy and compilation of plans; Assist with the development of maintenance strategy and compilation of reports; Assist with development and management of the implementation of norms and standards; Compilation of budget and reports; Provide and manage leased accommodation.

ENQUIRIES: Mr. Maakamedi TP Tel No: (015) 287 2026 & Ms. Mongalo MP Tel No: (015) 287 2082

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 17/27: ASSISTANT DIRECTOR: THIRD PARTY FUNDS REF NO: 19/VA26/NW

SALARY: R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office: North West

REQUIREMENTS: Relevant three year tertiary qualification in in Commerce, Accounting or relevant equivalent qualification: A minimum of three (3) years working experience in a financial accounting/management environment, of which a minimum of 1 year should be at supervisory/junior management level: A valid driver’s license; Knowledge of GRAP/GAAP, accrual accounting as well as modified cash Knowledge and experience of Third Party Funds functions and services will be an added advantage. Skills and Competencies: Planning and organizing; Problem solving skills; Ability to work under pressure and meet tight deadlines; Computer literacy (MS Office); Administrative and Organizational Skills; Sound Interpersonal Relations; Communication skills; Accuracy and attention to detail; Investigation and analytical skills.

DUTIES: Key Performance Areas: Ensure effective management of TPF staff, Deal with all TPF related matters and advise Court and Office Managers. Act as a System Manager/Administrator on MOJAPAY; Manage the reporting and recovery of TPF losses; Provide training, TPF AFS project support and implementation thereof. Check documentation for the write-off of irrecoverable deferred fines. Monthly consolidate TPF information, Conduct TPF Audit readiness and facilitation. Provide inputs on any improvements in financial systems, processes and procedures.

ENQUIRIES: Ms L. Shoai Tel No: (018) 397 7054
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.

POST 17/28: ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: 19/56/HR

Salary: R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

Centre: National Office, Pretoria

Requirements: 3 year Bachelor’s Degree/ National Diploma in Human Resource Management or equivalent qualification at NQF6; A minimum of 5 years relevant experience in the field of Human Resource Administration within the Public Service; Knowledge and application of the PERSAL System; Knowledge of relevant HR Good interpersonal relations and communication skills; Ability to work independently in a highly management legislation and directives. Skills and Competencies: Computer literacy (MS Word, Outlook, Excel and Persal); Planning and organizing skills; pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Problem solving skills.

Duties: Key Performance Areas: Manage and co-ordinate HR administration and statistics within the Masters Branch; Manage conditions of service and service benefits (leave, housing, IOD, terminations, long service recognition, overtime, relocation, pensions, etc); Manage and render HR provisioning (recruitment and selection, appointments transfers, verification of qualifications, reference checks, grade progressions etc); Manage performance management related payments; Provide effective people management.

Enquiries: Ms M Qhamakoane Tel No: (012) 357 8591

Applications: Quoting the relevant reference number, direct your application Postal address: The Human Resources: 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 17/29: ASSISTANT STATE ATTORNEY LP3-LP4 REF NO: 19/48/CLO

Salary: R301 452 – R847 047. (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 legal/litigation experience; Right of appearance in the High Court of South Africa will be an added advantage; A valid driver’s license. 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, Labour Court, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitrations and debt collection.

Enquiries: Ms. K. Ngomani Tel No: (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 17/30: ASSISTANT STATE ATTORNEY LP3-LP4 REF NO: 19/58/SA

Salary: R301 452 – R847 047 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
CENTRE: State Attorney: East London

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; A valid driver’s license.
- 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 Tel No: (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 17/31: ASSISTANT STATE ATTORNEY LP3-LP4 REF NO: 19/59/CLO

SALARY:
- R301 452 – R847 047 (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; Admission as a Conveyancer; A valid driver’s license.
- 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 all conveyancing and notarial matters; Furnish legal advice and opinion to clients; Render office administrative functions and maintain as well as records of work performance; Guide and train support staff.

ENQUIRIES:
- Ms. K. Ngomani Tel No: (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 17/32: SOCIAL WORKER/ FAMILY COUNSELLOR GRADE 1 REF NO: 31/19/FA/WC

SALARY:
- R257 592 – R298 614 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Office of the Family Advocate, Cape Town

REQUIREMENTS:
- Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP (SA Council for Social Service Profession); Appropriate experience in social work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Court Experience in rendering expect Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children’s Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers’ license; Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
DUTIES:
Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Conduct inquiries and interview parties and source references in family law disputes to townships and rural areas.

ENQUIRIES:
Advocate N Britz Tel No: (021) 426 1216

APPLICATIONS:
Please forward your application to: Regional Head: Private Bag X9171, Cape Town 8000 or physical address: 30 Queen Victoria Street, 5th Floor Cape Town.

FOR ATTENTION:
Ms L Arenz

NOTE:
Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children’s Act, 2005 need not apply. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.

POST 17/33:
VETTING INVESTIGATOR: VETTING FIELD WORK REF NO: 19/39/CFO

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

CENTRE:
National Office: Pretoria

REQUIREMENTS:
B Degree or equivalent qualification at NQF 6 level in Social Sciences or related areas; Appointment subject to completing relevant training courses offered by State Security Agency (SSA); Vetting field work course from SSA, SAPS or Defence Intelligence will be added an advantage; A valid driver’s license. Skills and Competencies: Computer literacy; Communication skills (written and verbal); Problem solving and analysis; Report writing skills; Ability to manage conflict; Analytical skills; Planning and organizational skills.

DUTIES:
Key Performance Areas: Conduct vetting field-work investigations; Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations; Provide effective communication channels and systems between the Department and the SSA and other related agencies; Administer vetting files and reports.

ENQUIRIES:
Ms. D. Modibane Tel No: (012) 315 1668

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 Street, Pretoria.