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 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. 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 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: Supply Chain Management with Ref No: 19/51/KZN advertised on Public Service Vacancy Circular 16 of 2019 dated 10 May 2019 was wrongly advertised with the incorrect salary scale of Level 8. The correct salary scale should be: R257 508 – R303 339 (Level 07). The closing date will be 03 June 2019. We apologize for the inconvenience caused.

MANAGEMENT ECHELON

POST 18/57

REGIONAL HEAD (X2 POSTS)

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

CENTRE: Regional Offices:
Mpumalanga Ref No: 19/71/CS
Mahikeng Ref No: 19/72/CS

REQUIREMENTS: An undergraduate qualification (NQF7) in Social Science, B Com Law and / or Public Administration and Management; A post graduate qualification in Law or legal will be an added advantage; At least 6 years’ experience of which 5 years must be at senior managerial level; Relevant work experience in the field of Court/ Administration of justice/ Public Administration. Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES: Key Performance Areas: Manage justice operations; Manage infrastructure, facilities, auxiliary services and ICT related services; Manage security service and monitor risk of all courts in the region; Manage and monitor justice stakeholders and customer relations; Provide effective people management.

ENQUIRIES: Ms. M. Kganyago Tel No: (012) 315 1844
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: 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. Separate applications must be made quoting the relevant reference.

POST 18/58
DIRECTOR: ICT SOLUTIONS QUALITY ASSURANCE REF NO: 19/42/ISM
(Contract Appointment ending 30 September 2020)

SALARY: R1 005 063 – R1 183 932 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS:
A B-Tech/Honours Degree in Information System/Technology/Computer Science or equivalent qualification at NQF level 7; 8 years’ experience in Software Testing/Quality Assurance of which 5 years must be at middle or senior management level; Knowledge and experience in applying formal Software Testing/Quality Assurance methodologies, standards and tools are essential; Proven knowledge and experience in Automated Software and Application performance testing; Experience and certification in managing the software quality assurance process using HPQC (or similar) will be an added advantage; Software Testing/Quality Assurance certifications will be an advantage; Understanding of software version control and change management process will be an added advantage. Skills and Competencies: Communication (written and verbal) skills; Analytical and project management skills; Financial management; Knowledge management: People management and empowerment; Change management; Strategic, capability and leadership skills.

DUTIES:
Key Performance Areas: Develop and establish formal Software Testing/Quality Assurance methodologies, standards and tools; Manage a team of Software Testing Analysts and Software Testers; Ensure consistent application of established methodologies, standards and tools; Manage software testing process in the development of IT solutions and ensure the quality of existing or new IT solutions; Ensure the quality of existing or new IT solutions in accordance with the business requirements functional and non-functional requirements; Compile test plans, test cases and test reports for all solutions/changes requiring software testing; Ensure the department extracts value (ROI) on all the testing tools, Provide effective people management and financial in line with relevant policies and procedures.

ENQUIRIES: Ms. M. Qhamakoane Tel No: (012) 357 8591
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X61, 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.

OTHER POSTS
POST 18/59
SENIOR FAMILY ADVOCATE - LP9 REF NO: 23/19EC

SALARY: R983 019 – R1 536 567 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Family Advocate: Mthatha

REQUIREMENTS:
An LLB Degree or recognized 4 year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa and proven track record of managerial experience will be an added advantage; A valid driver’s license. Skills and Competencies: Good communication (both verbal and writing); Operations Management; Research, investigation, monitoring, evaluation and report writing skills with attention to details; Analytical thinking; Dispute and Conflict Resolution Skills; Information Management; Computer literacy.

DUTIES:
Key Performance Areas: Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation and departmental delegations; Ensure effective and efficient institutional performance of the relevant Office(s) of the Family Advocate; Identify and implement Risk Management Plan.
ENQUIRIES : Mr. P Hattingh Tel No: (043) 7027000
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200

POST 18/60 : DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 19/47/FS

SALARY : R733 257- R821 052 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office Bloemfontein

REQUIREMENTS : Three year Bachelor`s degree /National Diploma in Public Administration or equivalent (NQF level 6); Three (3) years management experience; Three (3) years’ experience in office and district administration; A valid driver's license; knowledge of Public Service Regulations, and PFMA, Knowledge of Departmental Finance Instructions, prescripts and delegations. Skills and competencies: Computer literacy MS Office Excel, Presentations, Excellent communication skills written and verbal; strong leadership skills; Strategic capabilities.

DUTIES : Key Performance Areas: Exercise quality assurance service over administrative duties related to all resources i.e Finance, Human Resources, Procurement and Court operations; Co-ordinate strategic and business planning processes as well as the facilities, physical resources, information and communication related to courts; Manage assessment of physical resources; compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; manage misconduct and maladministration investigations; Provide effective people management.

ENQUIRIES : Ms N Dywili Tel No: (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 18/61 : DEPUTY DIRECTOR: TECHNICAL PERFORMANCE MONITORING SPECIALIST REF NO: 19/49/ISM
(Contract appointment ending 30 September 2020)

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

CENTRE : National Office, Pretoria

REQUIREMENTS : A National Diploma / Degree in Information Technology or equivalent qualifications at NQF level 6; 5 years IT experience of which 1 year should be in networking and server administration environment; 3 year experience in Application Performance Monitoring (APM) using monitoring toolsets; Knowledge of the Microfocus toolsets and its implementation (e.g. OpsBridge, BSM-RUM, APM, Analytic, NNMI, etc.); Experience in implementing APM toolset/projects will be an added advantage; Relevant technical certifications will be an added advantage (e.g. MCSE, N+, Security+); A valid driver’s license. Skills and Competencies: Problem solving skills; Planning and organising; Communication (writing and verbal); Creative and analytical; Ability to work independently and under pressure; Attention to detail.

DUTIES : Key Performance Areas: Coordinate the Department’s enterprise monitoring strategy and capability roadmap; Develop and maintain online monitors, executive dashboards, reports and scripts; Provide monitoring expertise to development and production support teams; Provide inputs into monitoring tool requirements, selection and implementation in line with industry best practice; Enhance and maintain various monitoring systems to enable proactive management: Manage deliverables from vendor/suppliers and other organizational delivery entities.

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, 1st Floor, Momentum Building, East Towers, 329 Pretorius Street, Pretoria.
POST 18/62 : SERVICE DELIVERY, INCIDENT AND PROBLEM MANAGEMENT REF NO: 19/41/ISM  
(Contract appointment ending 30 September 2020)

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

CENTRE : National Office: Pretoria

REQUIREMENTS : A National Diploma/Degree in Information Systems/Technology/Computer Science or an equivalent qualification at NQF6; 6 years' experience in ICT Service Delivery or Service Support Management environment; 4 years' experience in IT Operations Environment with focus on Incident Management or Problem Management; Knowledge and experience of ICT problems and incidents management processes including related ITIL processes; A relevant ITIL V3 foundation qualification; Knowledge and experience of ICT service level agreements formulation and management will be an added advantage; A valid driver’s license. Skills and Competencies: Communication skills (written and verbal); Project management skills; Data interpretation and excellent report writing skills; Collaborative and people skills; Creative and analytical; Committed, flexible and reliable; Problem solving.

DUTIES : Key Performance Areas: Render technical operational advisory support to the Department; Collaborate with relevant stakeholders in managing all aspects of incident, request and problem management processes; Conduct analysis of all the reported incidents/problems, identify trends, produce management reports and knowledge documents; Develop policies, procedures and standards for problem management department, ensure compliance, review and update problem management; Ensure that the calls are escalated to the relevant line manager and are resolved within the required service level agreements; Ensure improvement of the quality of IT service; Provide end-to-end management of all the Service Level Agreements within the service desk environment and take corrective action if required; Manage projects aimed at improving ICT Service Desk operations in line with allocated budget; Participate in the design and implementation of ICT Service Desk processes, related tools and technology; Ensure effective people management.

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

APPLICATIONS : Quoting the relevant reference number, direct your application to: 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 Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.

POST 18/63 : DEPUTY DIRECTOR: IT SECURITY SPECIALIST REF NO: 19/50/ISM  
(Contract appointment ending 30 September 2020)

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

CENTRE : National Office: Pretoria

REQUIREMENTS : A National Diploma/ Degree in Information System/ Technology/ Computer Science or equivalent qualification at NQF6; At least 5 years IT experience of which 3 years should be in IT management role; Relevant IT Security Management certifications (e.g. CISSP, CCNP, CCSE or CISM); Knowledge and experience in working with the Trend Micro suite of products will be an added advantage; Relevant OEM certification (i.e Trend Micro office scan, deep security will be an added advantage; A valid driver’s license. Skills and Competencies: Communication skills (written and verbal); Good interpersonal skills; Creative and analytical; Ability to work independently and under pressure; Attention to detail.

DUTIES : Key Performance Areas: Manage IT security risk assessments, report on solutions, ways to minimize and mitigate security threats; Develop strategies to handle security incidents, trigger investigations and Department’ IT Security operations centre; Develop and implement a business continuity plan to ensure seamless operations during a security breach or during disaster recovery process; Manage deliverables from vendor/ suppliers and other organizational delivery entities; Ensure organizational compliance to legal prescripts.
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.

NOTE: People with disabilities are encouraged to apply.

POST 18/64: SENIOR ASSISTANT STATE ATTORNEY, (LP5-LP6) REF NO: 19/66/SA

SALARY: R510 432 – R1 192 947 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: State Attorney: Cape Town

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; Admission as a notary and conveyancer will be an added advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting of conveyancing and related documents; Dispute resolution; Case flow management; Computer literacy; Communication skills (written and verbal); Supervisory and mentoring skills; Creative and analytical; Problem solving and conflict management.

DUTIES: Key Performance Areas: Draft, prepare and register of conveyancing and notarial documents; Furnish legal advice and opinion to client departments; Provide supervision and training to other professional staff; Perform functions normally performed by a conveyancer and notary; Give effect to the Department’s strategic plans, policies and prescripts.

ENQUIRIES: Mr. E. Seerane Tel No: (012) 315 1780
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 18/65: SENIOR ASSISTANT STATE ATTORNEY, (LP5-LP6) REF NO: 19/67/SA

SALARY: R510 432 – R1 192 947 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: State Attorney: Durban

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification litigation experience; The right of appearance in the High Court; A valid driver’s license; Conveyancing experience will be an added advantage. Skills and Competencies: Legal research and drafting; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (verbal and written) with ability to motivate and direct people; Creative and analytical skills; Supervisory and mentoring skills; 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 conveyancing and related matters on behalf of the State; Guide and train Candidate State Attorneys; Attend to Liquidation and insolvency queries, register trust and companies.

ENQUIRIES: Mr. M. Kooko 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.

POST 18/66: COURT MANAGER (X2 POSTS)

SALARY: R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate Mankweng Ref No: 27/19/LMP
Magistrate, Tabankulu Ref No: 60/19EC

REQUIREMENTS: Three (3) year qualification in Administration (NQF level 6) and / or National Diploma in Services Management (NQF level 5) plus a 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, in managing Trust (Third Party Funds) and Vote Account; Knowledge of Public Financial Management Act (PFMA); 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.

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; Develop and implement customer service improvement management; Manage service level agreements.

ENQUIRIES: Polokwane: Mr Maakamedi TP Tel No: (015) 287 2026 or Ms Mongalo MP. Tel No: (015) 287 2037
Eastern Cape: Mr. Z Madlingozi Tel No: 043 702 7000

APPLICATIONS: Polokwane: 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.
Eastern Cape: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

NOTE: Separate applications must be made quoting the relevant reference.

POST 18/67: COPY EDITOR REF NO: 19/63/SLA

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

CENTRE: South African Law Reform Commission

REQUIREMENTS: Appropriate Degree / National Diploma or equivalent in English, Publishing, Journalism or Communication; At least 5 years appropriate post qualification editorial experience; Experience in editing documents produced in legal academic fields will be an added advantage. Skills and Competencies: Communication skills (written or verbal); Research skills; Editorial skills; Information technology; Strong organizational skills and the ability to multi-task; Advanced computer skills, (MS Office, Word, Outlook, Excel and PowerPoint) Interpersonal; professional skills.

DUTIES: Key Performance Areas: Edit documents for consistency, correct language usage, style and formatting to ensure that they meet the stylistic and publishing requirements and are of the highest formatting, grammatical and spelling standard; Detect and correct errors in typing, spelling, grammar, punctuation, syntax and structure; Liaise with authors and external parties for purpose of design and technical layout; Oversee distribution of publications to institutions on the regular address list; Review and update SALRC Style Manual.

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

APPLICATIONS: Quoting the relevant reference number, direct your application to: 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 Street, Pretoria.

NOTE: People with disabilities are encouraged to apply.
POST 18/68: ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 19/60/KZN

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

CENTRE: Regional Office, Durban

REQUIREMENTS: A three (3) year National Diploma/Degree in Labour Law/ Labour Relations or relevant equivalent qualification (NQF level 6); At least 3 years’ relevant experience in supervisory/junior management position in the Labour Relations environment; A valid driver’s license. Skills and Competencies: Communication skills; Interpersonal relations; Ability to build high performance teams; Computer literacy; Project Management; Strategic Management; Analytical thinking; Problem Solving; Conflict Management.

DUTIES: Key Performance Areas: Manage the grievances procedure/ disciplinary processes. Undertake labour relations research, plan activities and management of resources; Provide expect advice to management in all Labour related matters; Promote sound employment relations and prevent conflict through the coordination and monitoring of discipline, grievance and dispute processes. Represent the Department in conciliation and Arbitration, hearings as well as in disciplinary matters; facilitate the resolution of employee complaints and management of strike and compile circulars on the management of strike actions. Monitor and evaluate the implementation of the approved policy.

ENQUIRIES: Mr L N Sibiya Tel No: (031) 372 3000

APPLICATIONS: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

POST 18/69: ASSISTANT DIRECTOR: HUMAN RESOURCE PLAN REF NO: 19/68/HR

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

CENTRE: National Office, Pretoria

REQUIREMENTS: Bachelor’s Degree/National Diploma in Human Resources Management or equivalent qualification; 3 years experience as Human Resource Practitioner; Knowledge of Human Resource Prescripts; Exposure in Human Resource Planning (HRP) will be an advantage Skills and Competencies: Communication (written and Verbal) skills; Computer literacy (MS Office); Planning and organizing skills; Creative thinking skills; Decision making skills; Problem analysis skills; Manipulation of data skills; Project management skills.

DUTIES: Key Performance Areas: Coordinate the development and review of integrated HRP; Facilitate internal and external environmental scan; Coordinate HRP committee meetings and render secretarial services; Coordinate and analyse workforce statistics; Facilitate the development and implementation of branch and regional HRP.

ENQUIRIES: Ms N Joseph Tel No: (012) 357 8646

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001.OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 18/70: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2019/16/MP

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

CENTRE: Regional Office; Mpumalanga

REQUIREMENTS: National Diploma or Bachelor’s Degree in Cost and Management Accounting or Financial Accounting/any Finance related qualification (NQF Level 6); Post graduate qualification will be an added advantage; a minimum 3 years’ experience in finance environment/field; 3 years relevant supervisory experience; Knowledge of financial systems, such as Persal; PFMA and Treasury Regulations; A valid driver’s license. Skills and Competencies: Planning & Organizing; Project
management; Innovative/creativity; Computer literacy; Conflict Management; Decision Making; Communication; Change Management; Analytical thinking.

DUTIES:
Key Performance Areas: Ensure of collecting, recording of revenue and debt management; Manage expenditure, compensation of employees, goods and services, transfers and subsidies; Provide effective people management.

ENQUIRIES:
Ms NC Maseko
Tel No: (013) 753 9300/224

APPLICATIONS:
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.

POST 18/71:
ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 53/19EC

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

CENTRE:
Magistrate, Port Elizabeth

REQUIREMENTS:
Appropriate three year Degree/National Diploma in Management/Administration or a relevant equivalent qualification at NQF6; At least three years junior/supervisory experience in the field of Finance, Administration and Human Resource Management. Skills and Competencies: Computer literacy (MS Word, Excel); Planning and organizing skills; Interpersonal relations and Communication skills (verbal and written) Ability to interpret and apply policies; Creative and analytical skills; Ability to analyze and solve problems; Quality and staff management skills; Committed, flexible and reliable.

DUTIES:
Key Performance Areas: Responsible for financial management within Vote Account; Manage Third Party Funds, human resources management; facilities, security, fleet and asset management; Manage supply chain section, records, admin component of the Chief Magistrate and Regional Court President; Responsible for the Library and Registry section; Provide effective people management.

ENQUIRIES:
Mr. Z Madlingozi
Tel No: (043) 702 7000

APPLICATIONS:
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

POST 18/72:
ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 19/57/KZN

Component: Supply Chain Management

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

CENTRE:
Regional Office (Supply Chain), Durban

REQUIREMENTS:
An appropriate three year (3) Degree/National Diploma in Commerce, Accounting or Economics or relevant equivalent qualification NQF6; Minimum of three (3) years working experience in financial environment (Logistics; Fleet and Asset Management); A valid driver’s license; Knowledge of the Preferential Procurement Policy Framework Act (PPPFA), BBBEE and Treasury Regulations; Knowledge of Supply Chain Management Framework and Asset Management. Skills and Competencies: Computer literacy (MS Office and Excel); Communication skills (verbal and written); Planning and organizing skills; Project management skills; Client orientation and customer focus skills; Financial management skills; Presentation and facilitation skills; Good interpersonal relations.

DUTIES:
Key Performance Areas: Monitor and support the entire Regional Asset Management processes/function; Manage asset disposal processes; Facilitate the regional participation in SITA new and existing transversal term contracts; Consolidate and monitor regional procurement plans; Manage human, financial and physical resources in the Asset Management component.

ENQUIRIES:
Ms N Maqoma
Tel No: (031) 372 3000

APPLICATIONS:
Quote the relevant reference number and direct your application to: The Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
POST 18/73  :  ASSISTANT DIRECTOR REF NO: 19/44/KZN
SCM (Demand and Acquisition Management)

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

CENTRE  :  Regional Office Durban

REQUIREMENTS  :  An appropriate three year Commercial/Administrative Degree/ National Diploma or relevant equivalent qualification NQF6; Five (5) years working experience in the Supply Chain Management environment with at least three (3) years’ experience at a supervisory level; A valid driver’s license; Knowledge of SCM Framework; Knowledge of Preferential Procurement Policy Framework Act, (PPPPFA); BBBEE and Treasury Regulations. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Planning and organizing skills; Accuracy and attention to details; Problem solving skills; Exceptional report writing skills; Ability to work under pressure and be self-motivated; Good interpersonal relations.

DUTIES  :  Key Performance Areas: Ensure compliance to the PPPFA, Departmental Financial Instructions and PFMA; Attend and provide feedback from the Regional Bid Committee, procurement administration office and Regional Control Committee; Provide support to District offices, monitor the progress of all quotations and provide reports Monitor and control invitation of quotations in terms of the validity; Manage and control open orders on JYP; Control over library books in the Region; Manage creditors for the Region; Assist end users with development and consolidation of procurement plans; Conduct supplier on Government Central Supplier Database, Persal, National Treasury list of defaulters and list of restricted entities; Control of lease register for the province and exercise delegations; Supervise staff in the Demand and Acquisition management section.

ENQUIRIES  :  Mr L.N Sibiya Tel No: (031) 372 3000

APPLICATIONS  :  Quote the relevant reference number and direct your application to: The Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

POST 18/74  :  ADMINISTRATIVE OFFICER REF NO: 19/64/KZN

SALARY  :  R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE  :  Magistrate’s Court, Richmond

REQUIREMENTS  :  A Bachelor’s degree/National Diploma in Administration or relevant, equivalent qualification and at least three years relevant experience in Court 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  :  Ms C.S. Sikhjonde Tel No: (031) 372 3000
APPLICATI ONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical Address: Recruitment, First floor, 2 Devonshire Place Off Anton Lembede Street, Durban

POST 18/75: MAINTENANCE INVESTIGATOR

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

CENTRE: Magistrate Court, Vryheid Ref No: 19/61/KZN

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: 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 L. N Sibiya 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, First floor, 2 Devonshire Place Off Anton Lembede Street, Durban

POST 18/76: COURT INTERMEDIARY REF NO: 19/48/FS

SALARY: R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate’s office: Botshabelo

REQUIREMENTS: Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, social work/ family counseling, child care and youth development, pediatrics, psychiatry, clinical counseling, educational psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years’ working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children’s Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Be fluent in the predominant language(s) of the jurisdictional area of the court Languages Proficiencies: Sesotho, Setswana, IsiXhosa and English.

DUTIES: Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Assist children to testify with the aid of anatomically-detailed dolls; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Compile and submit registers, statistics and reports; Render administration support service in court.
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 to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein.

POST 18/77: ADMINISTRATIVE OFFICER REF NO: 19/53/AIR
Archives Services

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

CENTRE: National Office: Pretoria

REQUIREMENTS: A Bachelor’s Degree in Library Science and Information Management or National Diploma in Archives Studies/Record Management or equivalent; 2 years’ experience in Records or Archives Management environment; Knowledge of National Archives and Records services Act; Knowledge of Promotion of Access to Information Act (PAIA); knowledge of Public Finance Management Act (PFMA); Skills and Competencies: Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Communication skills (written and verbal); Interpersonal skills; Customer service orientation; Conflict management; Team work problem solving skills; Acceptance of responsibility.

DUTIES: Render records and archives services to internal and external clients; Manage appraisal of archival materials; Implement records retention and disposal; Ensure maintenance of filling system; Supervise Human Resources; Perform any administrative function as requested.

ENQUIRIES: Mr O Melato Tel No: (012) 315 1351
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.

POST 18/78: SENIOR COURT INTERPRETER (X2 POSTS) (Re-Advert)

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

CENTRE: Magistrate Office Standerton Ref No: 2019/03/MP
Magistrate Office Evander Ref No: 2019/02/MP

REQUIREMENTS: NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF5; Proficiency in two or more indigenous languages; Proficiency in English; Three years practical experience; A valid driver’s license Language requirements: Afrikaans, isiZulu and seSotho (Standerton Office); Language requirements: isiZulu; Sepedi; Afrikaans (Evander Office); Skills and Competencies: Communication skills, Listening skills, Interpersonal skills, Time management, Computer literacy, Analytical Thinking, Problem Solving, Planning and organizing, Confidentiality, Ability to work under pressure.

DUTIES: Key Performance Areas: Render Interpreting services; Translate legal documents and exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Perform Specific Line and Administrative Support Functions; Render supervisory services to Court Interpreters.

ENQUIRIES: Ms KKN Zwane Tel No: (013) 753 9300 Ext.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 18/79: MAINTENANCE OFFICER (MR1- MR5) (X2 POSTS)

SALARY: R198 411 – R912 504 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
CENTRE: Magistrate Court Umlazi: Ref No: 19/48/KZN
Magistrate Court Verulam: Ref No: 19/49/KZN

REQUIREMENTS: LLB degree or recognized 4 year legal qualification. Basic knowledge and understanding of legal research principles; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Skills and Competencies: Computer literacy (Ms Office), Excellent communication skills (both verbal and written); Interpersonal relations and ability to liaise with senior officials; Problem solving skills; Ability to analyze statistics; Report writing skills; Time management skills; Accuracy and attention to details.

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. Implement Bench Orders.

ENQUIRIES: Ms V Mlandeliso Tel No: (031) 372 3000

APPLICATIONS: Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

POST 18/80: REGISTRAR (MR1 – MR5) REGIONAL COURT DIVISION, EASTERN CAPE; REF NO: 61/19EC

SALARY: R198 411 – R912 504 (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate, Port Elizabeth (responsible for all centres in Eastern Cape Regional Court Division)

REQUIREMENTS: An LLB degree or equivalent qualification; A valid driver’s license. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.

DUTIES: Key Performance Areas: Co-ordinate Case Flow Management support services to the Regional Court President and Regional Magistrates; Establish an effective record keeping system of all information pertaining to civil and divorce cases; Manage and train Assistant Registrar’s in the region; Assist the public with court procedures, process reviews and appeals; Implement rules, procedures and practices and costs periodically in co-operation with the Regional Court President, Court Manager and Judiciary.

ENQUIRIES: Mr. Z Madlingozi Tel No: (043) 702 7000

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

NOTE: Successful candidate will travel extensively in the Eastern Cape Province.