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 : 24 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.

OTHER POSTS

POST 20/21 : LEGISLATIVE LANGUAGE PRACTITIONER: SESOTHO SA LEBOA (SEPEDI) REF NO: 19/77/SLA

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

CENTRE REQUIREMENTS : Office of the Chief; State Law Adviser: Cape Town

A three year tertiary qualification or equivalent qualification NQF6 majoring in Sesotho sa Leboa (Sepedi); Candidate should have been involved in either providing translation services or worked as a language practitioner in Sesotho sa Leboa (Sepedi); A legal background and knowledge of other languages will be added advantage. Skills and Competencies: Presentation skills; Language proficiency; Communications skills; Computer literacy; Translations skills; Ability to work under pressure.

DUTIES : Key Performance Areas: Translate legislation from English to Sesotho sa Leboa (Sepedi) in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Edit and proofread Legislation in Sesotho sa Leboa (Sepedi); Assist the office to develop legal terminology in Sesotho sa Leboa (Sepedi) for use in legislation; Interact with PANSALB and other relevant stakeholders involved in promoting the use of all official languages; Assist with the promotion and development of Sesotho sa Leboa (Sepedi) as an official language; Provide language quality control mechanisms in respect of legislation; Perform any other duties as assigned by Senior Legislative Language Practitioner.

ENQUIRIES APPLICATIONS : Ms. P. Leshilo ☎ (012) 357 – 8240

Quoting the relevant reference number, direct your application to: Postal address: The 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.

POST 20/22 : LEGISLATIVE LANGUAGE PRACTITIONER: ISISWATI REF NO: 19/78/SLA

SALARY : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Office of the Chief State Law Adviser: Cape Town

REQUIREMENTS: A three year tertiary qualification or equivalent qualification NQF6 majoring in Siswati; Candidate should have been involved in either providing translation services or worked as a language practitioner in Siswati; A legal background and knowledge of other languages will be added advantage. Skills and Competencies: Presentation skills; Language proficiency; Communications skills; Computer literacy; Translations skills; Ability to work under pressure.

DUTIES: Key Performance Areas: Translate legislation from English to Siswati in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Edit and proofread Legislation in Siswati; Assist the office to develop legal terminology in Siswati for use in legislation; Interact with PANSALB and other relevant stakeholders involved in promoting the use of all official languages; Assist with the promotion and development of Siswati as an official language; Provide language quality control mechanisms in respect of legislation; Perform any other duties as assigned by Senior Legislative Language Practitioner.

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