ANNEXURE I

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 15 July 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.

MANAGEMENT ECHELON

POST 22/28 : DIRECTOR: JUSTICE OPERATIONS & FACILITIES MANAGEMENT (4 POSTS)

Preference will be given to female & male Africans and people with disability.

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

CENTRE : Regional Offices: Northern Cape Ref No: 19/86/NC/CS (1post)
Gauteng Ref No: 19/87/GP/CS, (1post)
Eastern Cape Ref No: 19/88/EC/CS (1post)
Western Cape Ref No: 19/92/WC/CS (1post)

REQUIREMENTS : Bachelor’s Degree in Public Management/Administration, or Property Management, Real Estate, Security Management or equivalent qualification (NQF7); At least 6 years’ experience of which 5 years must be at middle/senior managerial level experience; Knowledge of legislation, prescripts and Frameworks of the Public Service; Experience in Court Management will be an added advantage; Experience in Infrastructure and Property will be an added advantage; A valid driver’s licence. Skills and Competencies: Strategic Capabilities and leadership; Performance management; Property and Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Communication skills; Change Management; Client orientation and customer focus.

DUTIES : Key Performance Areas: Manage justice operations and related services in the regions; Manage infrastructure, facilities and auxiliary services; Monitor risk and manage security service of all courts in the region; Manage ICT related services; Manage, monitor justice stakeholder and customer relations; Manage effective utilization of resources in the Directorate.
ENQUIRIES: Mr T Tope Tel no: (053) 802 1300 – Northern Cape
Ms R Moabelo Tel no: (011) 332 9019 – Gauteng Province
Mr P Hattingh Tel no: (041) 702 7000 – Eastern Cape
Mr M Ketelo Tel no: (021) 462 5471 – Western Cape

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

Northern Cape: The Human Resource: Department of Justice and Constitutional Development; Private Bag X6106, Kimberley, 8300. OR Physical Address: Cnr. Stead and Knight Street, Kimberley

Gauteng: The Human Resource: Department of Justice and Constitutional Development; Private Bag X6, Johannesburg, 2000 OR Physical Address: 94 Pritchard Street, 7th Floor Schreiner Chambers, Cnr. Pritchard and Kruis Street, Johannesburg

Eastern Cape: The Human Resource: Department of Justice and Constitutional Development; Private Bag X9065, East London, 5200 OR Physical Address: 3 Phillip Frame Road, East London, 5200

Western Cape: Private Bag X9171, Cape Town, 8000 OR Physical Address: 30 Queen Victoria Street, 5th floor, Cape Town

OTHER POSTS

POST 22/29: SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: 19/80/CLO

SALARY: R473 820 – R1 140 828 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: An LLB Degree or 4 years recognized legal qualification; At least 8 years’ appropriate post qualification legal experience; Knowledge of the South African Legal System; Experience in providing legal support in civil matters for and against the Department; A valid driver’s license; Skills and competencies: Computer literacy (MS Office); Communication and Interpersonal relations; Innovative and analytical thinking; Planning and organizational skills; Financial management; Research and reporting writing skills; Project management.

DUTIES: Key Performance Areas: Investigate, evaluate and conduct litigation analysis; Formulate policy, implement and provide inputs for strategic planning; Render advice to improve performance and deal with Parliamentary enquiries; Monitor and evaluate implemented corrective action.

ENQUIRIES: Ms. K Ngomani (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 Street, Pretoria

NOTE: People with disabilities are encouraged to apply.

POST 22/30: 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: Medical Practitioners who specialty of paediatrics or Psychiatry who are registered in terms of section 17 of the Health Professions Act, 1974 (Act 56 of 1974), or, Clinical, counselling or Educational Psychologist who are registered in terms of section 17 of the Health Professionals Act 1974(Act No 56 of 1974); Family Counsellors who are appointed under section 3(1) of the Mediation in Certain Divorce Matters Act, 1987, and who are or were Clinical, Counselling or Educational Psychologist who registered in terms of section 17 of the Health Professional Act, 1974(Act Nr.56 of 1974); or Social Workers who are registered in terms of section 17 of the Social Service Act, 1978 (Act Nr.110 of 1978) who at least have two years’ experience in social work; Educators as defined in section 1 of the South African School Act, 1996 (Act no 84 of 1996) who (a) have obtained a minimum post Matriculation teacher’s education qualification of three years at a recognized tertiary education program.
institution and (b) have at least three years’ experience in teaching, and are registered in terms of section 21 of the South African council for Educators Act 2000 (Act no. 31 of 2000) and include former teachers, who comply with paragraph (a) and (b); Child and Youth care workers who have obtained a minimum post Matriculation education qualification of three years at a recognized tertiary education institution in child and youth care and have at least three years’ experience in child and youth care; Knowledge of legislation and regulations pertaining to public service and administration; Knowledge of legal term and terminology, and understanding Human Rights; Knowledge of Children’s and mentally disabled communication patterns and styles. Skills and Competencies: Communication and empathetic skills; Interpersonal relations skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

**DUTIES**: Provide intermediary services for vulnerable witnesses, where an application is granted in court; provide specialized child language and disability services.

**ENQUIRIES**
Ms NM Dywili (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 22/31**

**STATE ACCOUNTANT:** MISCELLANEOUS PAYMENTS REF NO: 19/07/CFO

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

**CENTRE**
National Office: Pretoria

**REQUIREMENTS**
Bachelor’s Degree / National Diploma in Finance or equivalent qualifications in Finance; 3 years financial related experience; Knowledge of Public Finance Management Act (PFMA), Public Service Act and Regulations; Knowledge of Basic Accounting System (BAS). Skills and Competencies: Computer literacy (Ms Office); Communication skills (verbal and written); Planning and organizing skills; Leadership and management capability; Accuracy and attention to detail; Ability to maintain a high level of confidentiality; Ability to work under pressure, goal oriented and target oriented.

**DUTIES**
Key Performance Areas: Facilitate miscellaneous payments and clearing of salary suspense and control accounts; ensure transfer payments, resolve creditor queries and monitor compliance with payment period; Manage telephone database, interface and implement internal control measures; Provide effective people management.

**ENQUIRIES**
Ms. M. Qhamakoane (012) 357 8591

**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.

**POST 22/32**

**SENIOR COURT INTERPRETER** REF NO: 19/ 53/FS
Re-Advert

**SALARY**
R257 508 – R285 801 per annum.

**CENTRE**
Magistrate’s Office, (Bloemfontein)

**REQUIREMENT**
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. Valid (motor vehicle) Driver’s license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. 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: Bloemfontein: English, Afrikaans, Sesotho and Sign Language.
**DUTIES**

Key Performance Areas: To interpret in court of Law (Civil and Criminal matters. Entering of criminal cases in the criminal record book / register. To 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 feedback to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics. Making arrangements for foreign languages interpreters in consultation with the Prosecutor. To perform a variety of routine interpreting duties related to the Core function of the Department. To 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 ☎️ (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 22/33**

REGISTRAR REF NO: 19/68/KZN

**SALARY**

R198 411 – R480 921 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate's Office, Pietermaritzburg (to serve courts within Cluster B)

**REQUIREMENTS**

LLB degree or recognized 4-year legal qualification; A valid driver’s license. 

**DUTIES**

Key Performance Areas: Provide support to magistrate courts within Cluster B. Co-ordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates Court Act, 1944 at the court where stationed; Issue, keep, check and analyse court statistics; Issue court orders; Manage the civil and criminal Sections, including divorce cases; Assist the public with court procedures; Process reviews and appeals; Implement rules, procedures and practices and costs periodically in cooperation with the judiciary and Court Manager; Manage court information relating to civil and criminal sections including the keeping of statistics and the submission of returns to the Court Manager and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute request from the judiciary in connection with cases and other case related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of court in the lower courts.

**ENQUIRIES**

Ms C.S. Sikhonde ☎️ (031) 372-3000