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: 22 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 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 24/58: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 40/19/LMP

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 Bachelor’s Degree/National Diploma in Human Resource or equivalent qualifications NQF6; Three years’ experience in an HR environment; Thorough knowledge of the prescripts applicable to Human Resources Management; Brief knowledge of employee relations; A valid driver’s license; Skills and Competencies: Computer literacy MS Office; Good communication verbal and written; Good interpersonal relations; Research skills; Strong analytical skills and assertiveness; Ability to work under pressure and be self-motivated; Accuracy and attention to detail.

DUTIES: Key Performance Areas: Facilitate and co-ordinate HR administration and statistics of the Region; and render HR provisioning (recruitment and selection, appointments transfers, verification of qualifications, reference checks, grade progressions etc.; Facilitate and Co-ordinate establishments of various offices in the Region; Facilitate the creation of posts; Monitor Employment Equity Act and employer retention of Staff, Facilitation and co-ordination of PMDS in the Region. Provide effective people management.

ENQUIRIES: Mr Chauke MD Tel No: (015) 287 2081 or Ms Phalane MR Tel No: (015) 287 2036

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 24/59

CLUSTER MANAGER: COURT INTERPRETING REF NO: 29/19/LMP

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

CENTRE: Tzaneen Cluster

REQUIREMENTS: NQF level 4/ Grade 12 and National Diploma in Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; Six (6) years’ practical experience as a Court Interpreter with minimum three years supervisory experience; A valid driver’s license. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytic thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.

DUTIES: Key Performance Areas: Manage the legal interpreting, language services and stakeholder relations in the Cluster; Develop the legal interpreting and language services business plan for the cluster; Manage both human and non-human resources of legal interpreting and language services in the cluster; Manage special projects of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.

ENQUIRIES: Mr. Maakamedi TP Tel No: (015) 287 2026. or Ms. Mongalo MP Tel No: (015) 287 2037

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 24/60

ADMINISTRATIVE OFFICER REF NO: 2019/60/GP

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

CENTRE: Magistrate Pretoria

REQUIREMENTS: Three year National Diploma in Public Administration / Public Management or equivalent.3-5 years’ experience in Clerical / Administrative work. Sound knowledge of Human Resource Management, Financial Management, Budget control, Asset and Facility Management, Supply Chain Management and Risk Management; Extensive knowledge of the PFMA, DFI, BAS and JYP; A valid driver’s license. Skills and Competencies: Computer literacy; Communication skills; Motivating solving skills; Planning and organizing; Good interpersonal relations;

DUTIES: Provisioning of general supervision over clerical staff and work in the administration; Checking if diverse documents for completion and correctness; Assisting with control over duties related to the Domestic Violence, Maintenance, Provisioning Administration, Cash Hall, Criminal and Civil sections, and General Services; Rendering efficient and effective support to the courts; Investigating in formal disciplinary matters; Managing performance in the office and quarterly assessment of staff; Handling of correspondence; Drafting memorandum, submission and reports as well as compile statistics; Rendering advice / assistance on wide spectrum of matters; Facilitation of training and development of clerical staff.

ENQUIRIES: Mr. RR Moabelo Tel No: (011) 332 9000

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000

POST 24/61

STATE ACCOUNTANT: PAYROLL REF NO: 19/93/CFO

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/National Diploma in Finance or equivalent qualifications; Minimum of 3 years in financial administration; Basic knowledge of Public Service Finance Management Act and National Treasury Regulations; Experience in BAS
DUTIES

Key Performance Areas: Reconcile annual income tax and clear salary suspense and control accounts; Implement salaries allowances and deductions; Manage payments of all S&T claims, advances and recover staff debts; provide effective people management.

ENQUIRIES

Ms N. Joseph Tel No: 012 357-8646

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.

POST 24/62

COMMUNICATION OFFICER: COMMUNITY OUTREACH REF NO: 19/96/PEC

SALARY

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

CENTRE

National Office: Pretoria

REQUIREMENTS

3 years Degree/National Diploma qualification in Communication Services or Social Science; At least 1 year experience in community outreach environment; A valid driver’s license. Skills and Competencies: Presentation public speaking and report writing skills; Ability to apply legislation; Research, analytical thinking and problem solving skills; Ability to work independently and under pressure; Mediation and conflict resolution skills; Computer literacy MS word and Power Point Presentation; Creative project design and organizational skills; Project Management skills; Willingness to travel and work over the weekends.

DUTIES

Key Performance Areas: Plan, convene and facilitate workshops/ information sessions/ outreach projects with communities, especially vulnerable groups and people at rural areas; Conduct research into the needs and perceptions of communities with regards to the services offered by the Department; Coordinate exhibitions and activations to popularize the services of the Department; Write outreach reports and distribute information material; Establish partnership with members of civil society who deal with DOJ & CD related matters.

ENQUIRIES

Ms M. Modibane Tel No: (012) 315 1668

APPLICATIONS

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