CLOSING DATE : 12 August 2019
NOTE : 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.

OTHER POSTS

POST 27/31 : DEPUTY DIRECTOR: HUMAN RESOURCE REF NO: 19/VA48 /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: North West

REQUIREMENTS : A Degree/National Diploma in Human Resource Management/ Public Administration (NQF6) or equivalent qualification; A minimum of five (5) years relevant experience in a human resources environment of which a minimum of three (3) years should be at supervisory/management level; A sound knowledge of the Public Service Act and Public Service Regulations; Extensive knowledge of Persal system; 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 effective recruitment and selection processes; Manage learning and development, Employee Health and Wellness Programmes as well as human resource planning processes; Manage relevant reports and database to enable effective decision making; Provide support and advice to line managers on HR matters and ensure compliance with applicable HR legislations and policies; Effective people management within the sub-directorate.

ENQUIRIES : Ms. L Shoai Tel No: (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.

POST 27/32 : DEPUTY DIRECTOR: FEATURE WRITER REF NO: 19/106/PEC

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

CENTRE : National Office: Pretoria

REQUIREMENTS : 3 years Degree or National Diploma qualification in Communication/Journalism or Public Relations NQF 6; 3 years in managerial level; 3 years’ experience in feature writing and communication; Extensive knowledge in communication environment; Knowledge of layout, design and software; A valid driver’s license. Skills and Competencies: Diversity
Management; Communication and Information management; Decision making and problem solving skills; Applied strategic thinking; Applying technology; Technical proficiency; Planning and organizing; 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; Team leadership.

**DUTIES:**
Key Performance Areas: Develop feature articles/opinion pieces for identified platform; Produce tangible products (e.g pamphlets, internal newsletter, social media platforms, newsletters, factsheets and key messages); Manage social media pages; Develop Justice external magazines (Today magazine); Provide effective people.

**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.

**POST 27/33:** PROJECT OFFICER: SOCIAL JUSTICE AND PARTICIPATORY DEMOCRACY REF NO: 19/110/CD
(12 Months Contract Appointment)

**SALARY:** R376 596 + 37% = R515 936 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE:** National Office: Pretoria

**REQUIREMENTS:**
3 year Bachelor’s /Degree or equivalent qualification (NQF 6); At least 3 years project administration experience; Knowledge of the Public Service Legislation, Policy and Regulations; Knowledge in Financial Management; A formal certificate in Project Management will be an advantage; A valid driver’s license. Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and Outlook); Communication skills (verbal and written); Creative thinking; Diversity Management; Decision making; Team work; Self-management; Managing interpersonal conflict and resolving problems; Networking and building bonds; Planning and organizing.

**DUTIES:**
Key Performance Areas: Project Configuration management; Monitor and report on Projects; Provide project administration support; Provide financial management support and communication ability throughout the project.

**ENQUIRIES:** Ms. M. Kganyago Tel No: (012) 315 1844

**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 Building, Pretoria, 0001.

**NOTE:** People with disabilities are encouraged to apply.

**POST 27/34:** ASSISTANT DIRECTOR: SOCIAL JUSTICE REF NO: 19/111/CD
(12 Months Contract Appointment)

**SALARY:** R376 596 + 37% = R515 936 in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE:** National Office, Pretoria

**REQUIREMENTS:**
3 year Bachelor’s Degree/ National Diploma in Administration or equivalent qualification at NQF 6; At least 3 years administration experience; General knowledge of the Public Service Legislation, Policy and regulations; A valid driver’s license. Skills and Competencies: Computer literacy (Ms Office); Managing Interpersonal conflict and resolving problems; Customer service orientation; Communication and Information Management; Creative thinking and Decision making; Diversity Management; Networking and building bonds; Planning and Organizing; Team membership; Knowledge of Financial Management in relation to PFMA; Communication (verbal and written) skills.

**DUTIES:**
Key Performance Areas: Promote and advocate the elimination of all forms of racism, racial discrimination, xenophobia and related intolerance; Facilitate and support implementation of the National Action Plan governance structure and programmes; Develop and implement anti-discrimination and social cohesion programmes; Provide administration support.

**ENQUIRIES:** Ms M Kganyago Tel No: (012) 315 1844
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 27/35: MAINTENANCE OFFICER – MR1-MR4 REF NO: 19/VA46/NW

SALARY: R198 411 - R351 795 per annum (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Rustenburg Magistrate Court

REQUIREMENTS: LLB Degree or recognised 4 year legal qualification; Extensive knowledge of the maintenance system and family law matters; Proficiency in the following languages; Setswana, English and Afrikaans. IsiXhosa will be an added advantage. Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance; A valid driver’s licence; Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.

DUTIES: Key Performance Areas: Perform the powers, duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervise the Family Law Section through mentoring and coaching; Ensure compliance with disciplinary code and manage performance of subordinate.

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 deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

NOTE: All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.

POST 27/36: MAINTENANCE OFFICER – MR1-MR4 REF NO: 19/VA47/NW

SALARY: R198 411 - R351 795 per annum (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Klerksdorp Magistrate Court

REQUIREMENTS: LLB Degree or recognised 4 year legal qualification; Extensive knowledge of the maintenance system and family law matters; Proficiency in the following languages; Setswana and English; Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance; A valid driver’s licence; Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.

DUTIES: Key Performance Areas: Perform the powers, duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervise the Family Law Section through mentoring and coaching; Ensure compliance with disciplinary code and manage performance of subordinate.

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 deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

NOTE: All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.