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: 30 September 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 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. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. 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 Family Advocate LP7-8 with Ref No: 67/19/FA/WC, Centre: Office of the Family Advocate, Worcester, advertised in the Public Service Vacancy Circular 32 dated 06 September 2019, the Requirements for the post of in terms of Admittance should be read as follows:
Admitted as an Advocate. We apologize for any inconvenience caused.

OTHER POSTS

POST 33/102: ADMINISTRATIVE OFFICER REF NO: 19/98/KZN

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

CENTRE: Magistrate Court, Ekuvukeni

REQUIREMENTS: Three-year Bachelor’s degree /National Diploma in Administration or relevant equivalent qualification and at least three years’ relevant experience in Court and Office 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 analyses 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 CS Sikhonde 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 33/103: ADMINISTRATIVE OFFICER REF NO: 19/99/KZN

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

CENTRE: Magistrate Court, Msinga

REQUIREMENTS: Three-year Bachelor’s degree /National Diploma in Administration or relevant equivalent qualification and at least three years’ relevant experience in Court and Office 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 analyses 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 CS Sikhonde 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 33/104: ADMINISTRATIVE OFFICER REF NO: 35/19/NC

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

CENTRE: Magistrate Office Williston

REQUIREMENTS: A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; Two (2) years relevant experience in Office and District Administration and Departmental Financial Management systems; Experience in Vote and Trust Account will be an added advantage; Valid driver’s license. Skills and Competencies: Supervisory skills; Computer literacy (MS Office, MS Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure;

DUTIES: Key Performance Areas: Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.

ENQUIRIES: Mr R. Muller Tel No: (053) 8021300
APPLICATIONS: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public
Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

**POST 33/105**

**ADMINISTRATIVE OFFICER**

**REF NO:** 19/ 70 /FS

**SALARY**

R316 791 - R376 167 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate’s Office: Thaba Nchu

**REQUIREMENTS**

Three year Bachelor’s Degree /National Diploma in Public Management Administration or equivalent; 3 years’ administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage. Skills and Competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.

**DUTIES**

Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts ; Human Resource and Supply Chain; Management of the Finance of the office ( Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co- workers for completion and correctness; 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 service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office and; Performance of any other duties necessary to ensure smooth office running.

**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, 9301.

**POST 33/106**

**SENIOR HUMAN RESOURCE OFFICER (RECRUITMENT & SELECTION)**

**REF NO:** 19/101/KZN

**SALARY**

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

**CENTRE**

Regional Office, Durban

**REQUIREMENTS**

Grade 12 certificate or equivalent with 3 years’ experience in Human Resources in the Public Sector. Recommendation: Extensive knowledge of Persal system and successful completion of Persal introduction an Persal Administration courses; A valid driver’s license. Skills and Competencies: Excellent Communication (written and verbal) skills; Computer literacy (Ms Word and Excel), Good interpersonal relations; Accuracy and attention to detail.

**DUTIES**

Key Performance Areas: Implement transactions in respect of Recruitment and Selection, Transfers, Promotions, Probations, Grade Progression, Payment of Casual Interpreters and maintenance of the Establishment.; Provide general administrative support and efficient resource management and administration; Supervise the implementation of Human Resource functions; Check and approve transactions on persal; Respond to verbal and written enquiries related to Human Resources; Provide monthly statistics of above HR functional matters and analyze reports; Give in-service functional training to subordinates.

**ENQUIRIES**

Mr J.N. Mdaka 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 33/107: CHIEF ACCOUNTING CLERK REF NO: 19/102/KZN

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

CENTRE: Magistrates Court, Emlazi

REQUIREMENTS: Grade 12 or equivalent; A minimum of 3 years’ relevant experience; Knowledge of Public Finance Management Act (PFMA), National Treasury regulations; Knowledge and experience of the Department of Justice and Constitutional Development and its Third Party Fund functions and services; Experience and knowledge on the MojaPay (SAP) system; Knowledge of GRAP/GAAP, accrual accounting as well as modified cash and cash accounting; A valid driver’s license. The following will serve as recommendations: Knowledge of the Departmental Financial Instructions (DFI). Skills and Competencies: Computer literacy (MS Office and Ms Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Able to work independently and under pressure; Attention to detail; Numeracy skills; Analytic sufficient resourceful; Problem solving skills; Presentation skills; Customer service oriented; Ability to work with public and all stakeholders in a professional manner.

DUTIES: Key Performance Areas: Exercise control over duties related to monies in trust, vote account, budget administration, BAS and JDAS; Reconcile accounts, handle enquiries both internal and external; Ensure compliance with all financial prescripts, rules and regulations; Process all financial reports and funding to ensure that spending remains within the budget; Manage monies in trust (MMT); Provide effective people management; Checking of work performed by accounting clerks.

ENQUIRIES: Ms V. Mlandeliso 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.