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: 28 October 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 holders 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. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 36/82: DIRECTOR: JUSTICE OPERATIONS & FACILITIES MANAGEMENT REF NO: 2019/58MP

SALARY: R1 057 326 – R1 245 495 per annum (Inclusive remuneration package). The successful candidate will be required to sign a performance agreement

CENTRE: Mpumalanga Regional Office.

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; 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 license 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 SP Shabangu Tel No: (013) 753 9300

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200 Or Physical Address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200

OTHER POSTS

POST 36/83: DEPUTY DIRECTOR LANGUAGE POLICY & INTERPRETING SERVICES REF NO: 19/107/KZN

SALARY: R733 257 – R863 748 per annum (Inclusive remuneration package). The successful candidate will be required to sign a performance agreement

CENTRE: Regional Office, Durban
REQUIREMENTS: A Bachelor's Degree in Administration/Management or relevant and equivalent qualification; 6 year’s relevant experience of which three (3) years should be at managerial level; Knowledge of the usage of the Language Prescripts, Knowledge of Constitution of the Republic of South Africa Skills and Competencies: Computer literacy; Research and analytical skills; Communication (written and verbal) skills; Service Delivery Innovation and Problem Solving Key Performance Areas: Manage the implementation of Court Interpreting and language services; Manage the Court Interpreting and language services stakeholder relations; capacitate and develop language and court interpreting services; Manage operational efficiently of language services in the regions; General managements functions.

ENQUIRIES:

APPLICATIONS:

PROJECT MANAGER: PROGRAMME FOR LEGAL EMPOWERMENT AND ACCESS TO JUSTICE (PLEAJ) REF NO: 19/129/CD
(3 Years Contract Appointment)

SALARY: R733 257 – 863 748 per annum the successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: 3 year National Diploma/ Bachelor’s Degree in Project Management or Business Management or equivalent qualification at NQF6; A minimum of four (4) years’ proven project management experience; Sound financial/budget management and reporting experience; An understanding of the Public Service sector and application of legislation, policies and regulations; A valid driver's license Skills and Competencies: Computer literacy (MS Office); Applied Strategic thinking and technology; Budget and financial management; Customer services orientation; Communication and information management; Diversity management and self-management; Managing interpersonal conflict and resolving problems; Creative thinking and decision making; Networking and building bonds; Planning and organising; Leadership and analytical skills.

DUTIES: Key Performance Areas: Establish, manage and maintain Programme for Legal Empowerment and Access to Justice (PLEAJ) project governance arrangements; Monitor and evaluate of the PLEAJ project; Manage and co-ordinate PLEAJ project communication; Oversee financial management and reporting; Provide effective people management.

ENQUIRIES:

APPLICATIONS:

POST 36/85:

SENIOR LECTURER: BUSINESS APPLICATIONS REF NO: 19/130/JC
(2 Years Contract Appointment)

SALARY: R733 257 – R863 748 per annum the successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Justice College

REQUIREMENTS: Degree or Diploma in Information Technology or equivalent Information technology qualification; Advanced knowledge in end user computing; CTT+ will be advantageous; 3 years’ experience in the training environment; Knowledge and experience in applying formal training and methodologies, standards frameworks and tools; Knowledge and understanding of e-learning; Assessor and moderator certificate; Knowledge of prescripts and legislation in public service; A valid driver’s licence; Willingness to travel to provinces Skills and Competencies: Communication skills (verbal and written); Mathematical skills; Team work; Customer relations; Creative thinking and decisive judgment; Ability to work under pressure; Interpersonal relations; Project Management; Problem solving and decision making; Business analysis.

DUTIES: Key Performance Areas: Manage the provisioning of IT training to learners/trainees as per training programme; Manage and contribute to the designing, planning and implementation of high quality curriculum in specialist
subject areas and across the College; Oversee and undertake relevant research to enhance quality training and curriculum development in specialist subject areas; Manage accreditation process including maintaining training standards and norms; Manage resources and staff performances Render administrative functions.

**ENQUIRIES**
Ms P. Leshilo Tel No: (012) 357 8240

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

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

**POST 36/86**
LECTURER: LEGAL LEARNING (INTERMEDIARY TRAINING) REF NO: 19/131/JC

**SALARY**
R470 040 – R545 493 per annum the successful candidate will be required to sign a performance agreement.

**CENTRE**
National Office: Justice College

**REQUIREMENTS**
Bachelor Degree in Law or Social Sciences; 3 years’ experience; Knowledge of the law relating to child witnesses, Constitution of the Republic, Mediation etc.; Knowledge of and experience in applying formal training methodologies, standards frameworks and tools; A valid driver’s licence; The following will serve as added advantages: Master’s degree; Assessor and moderator certificate recommended; Experience in curriculum development; Published articles in accredited peer reviewed journals. Skills and Competencies: Good communication skills (verbal and written); Computer literacy; Interpersonal relations; Project Management; Analytical thinking; Problem solving and decision making; Research skills.

**DUTIES**
Key Performance Areas: Provides inputs and update curricula and program material; provide training to learners/trainees as per training programme; Undertake relevant research in specialist subject areas; Conduct assessment and or evaluation; Perform administrative duties as required.

**ENQUIRIES**
Ms P Leshilo Tel No: (012) 357 8240

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

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

**POST 36/87**
ASSISTANT DIRECTOR: THIRD PARTY FUNDS REF NO: 37/19/NC

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

**CENTRE**
Regional Office: Northern Cape

**REQUIREMENTS**
A three year tertiary qualification in in Commerce, Accounting or relevant equivalent qualification; A minimum of three (3) years working experience in a financial accounting/management environment; At least a minimum of one (1) year should be at supervisory/junior management level; A valid driver’s licence; Knowledge of GRAP/GAAP, accrual accounting as well as modified cash; Knowledge and experience of Third Party Funds functions and services will be an added advantage Skills and Competencies: Planning and organizing; Problem solving skills; Ability to work under pressure and meet deadlines; Computer literacy (MS Office); Communication skills (verbal and written); Assertiveness; Accuracy and attention to detail.

**DUTIES**
Key Performance Areas: Ensure effective management of staff; Report and liaise with Court and Office Managers on all TPF related matters; Provide training on MOJAPAY(SAP) system and other financial procedures within TPF; Act as a Systems Manager/Administrator on MojaPay and decentralized Internet Banking; Provide TPF AFS project support and implementation thereof; Check documentation for the write-off irrecoverable deferred fines; Monthly consolidation of all TPF information required by TPF National Office; Assist with TPF Audit readiness and facilitation; Provide inputs on any improvements in financial systems, processes and procedures; Perform other ad-hoc function as required.

**ENQUIRIES**
Mr E Trerise Tel No: (053) 802 1378
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, Corner of Knight and Stead Streets, Kimberley

POST 36/88: CLUSTER MANAGER: COURT INTERPRETING REF NO: 46/19/NC

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

CENTRE: Upington, Magistrate Office

REQUIREMENTS: NQF level 4/Grade 12 and relevant NQF Level 5 qualification or relevant tertiary qualification: Proficiency in two (2) or more indigenous languages, Afrikaans and English; Six (6) years’ experience in court interpreting of which three (3) years should be at a supervisory level; A valid driver’s license. Skills and Competencies: In depth knowledge of court interpreting, training and development skills; Communication skills; High level of attention to detail; interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing and ability to work under pressure.

DUTIES: Key Performance Areas: Manage legal interpreting, language services and stakeholder relations in the Cluster; Develop and manage the business plan for the cluster; Manage special projects of legal interpreting and language services; Co-ordinate interpreting and language service activities in the cluster, Manage training and development of Court Interpreters.

ENQUIRIES: Ms.C Mashibini Tel No: (053) 802 1300

APPLICATIONS: Quoting the relevant reference number, direct your application to: 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 36/89: ASSISTANT STATE ATTORNEY (LP3-LP4) (X4 POSTS)

SALARY: R301 452 – R847 047 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: State Attorney: Mthatha Ref No: 19/137/SA (X1 Post) State Attorney: Bloemfontein Ref No: 19/139/SA (X1 Post) State Attorney: Mahikeng Ref No: 19/141/SA (X1 Post) State Attorney: Port Elizabeth Ref No: 19/143/SA (X1 Post)

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa will be an added advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

DUTIES: Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate’s Court, Labour Court, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Furnish legal advice and opinion; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collections; Attend to liquidation and insolvency, queries, register trust and companies.

ENQUIRIES: Mthatha & Bloemfontein: Mr Kooko Tel No: (012) 315 1164 Mahikeng: Mr E Seerane Tel No: (012) 315 1780 Port Elizabeth: Ms K Ngomani Tel No: (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 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.

NOTE: People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference. A current certificate of good standing from the relevant law Society must accompany the application.

POST 36/90: SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-3 REF NO: 19/84/FS

SALARY: R257 592 – R363 801 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Office of the family Advocate: Welkom
**REQUIRED DUTIES**: Bachelor’s Degree in Social Work or equivalent qualification; Appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation; Experience in Forensic Social Work or Court Work will be an added advantage; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Language proficiency in Afrikaans and Sesotho will be an added advantage; A valid driver’s license; Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail; Report Writing.

**DUTIES**

**Key Performance Areas**: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes.

**NOTE**

Applicants are required to attach service certificates to determine salary in accordance to experience.

**POST 36/91**

**SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-4 REF NO: 2018/88/GP (X2 POSTS)**

**SALARY**

R257 292 – R581 178 per annum (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**

Family Advocate: Pretoria

**REQUIREMENTS**

Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SA Council for Social Service Professions (SACSSP), proof of registration with SACSSP; Knowledge and experience in Mediation; Court Experience in rendering expect Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children’s Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers’ license; Language proficiency in English and Afrikaans will be an added advantage. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.

**ENQUIRIES**

Ms. N Dywill Tel No: (051) 407 1800

**POST 36/92**

**MAINTENANCE OFFICER (X4 POSTS)**

**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 Court Kwadukuza Ref No: 19/108/KZN (X1 Post) Magistrate Court Ubombo Ref No: 19/109/KZN (X1 Post)
REQUIREMENTS: LLB degree or recognized 4 year legal qualification. Skills and Competencies: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides Clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Languages skills (oral & written); Motivational skills; Loyalty, honesty, Ability to work under pressure etc.; Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

DUTIES: Key Performance Areas: Manage Perform duties or functions of a Maintenance Officer for offices under Ilembe District; Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

ENQUIRIES: Mr S.M Khubone 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.