ANNEXURE J

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 04 November 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. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. 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. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence 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.

ERRATUM: Kindly note that the post of Maintenance Officers (X4 Posts), advertised in Public Service Vacancy Circular 36 dated 11 October 2019, with incorrect Centres, The Correct Centres would be as follows: Ref No: 19/108/KZN Centre: KwaDukuza will perform under Ilembe District; Ref No: 19/109/KZN Centre: Ubono will perform under Umkhanyakude District, Ref No: 19/110/KZN: Vryheid will perform under Zululand District and Ref No: 19/111/KZN Pietermaritzburg will perform under Umngunidlovu district. We apologize for any inconvenience caused.

OTHER POSTS

POST 37/41 : ASSISTANT DIRECTOR: ARCHIVES SERVICES REF NO: 19/140/AIR

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


REQUIREMENTS : A National Diploma and/or Bachelor’s Degree in Library Science, Information Management, Archival Studies/Records Management or NQF Level 6 qualification in the related fields; 3 years’ experience in Archive or Records Management; 3 years’ experience at supervisory level; Knowledge of the National Archives and Records Services Act, Promotion of Access to Information Act (PAIA), Public Finance Management Act and Public Service Act; A valid driver’s license; Skills and Competencies: Computer literacy (Ms Office, Ms Power Point, Ms Word, Ms Excel); Communication and information management; Planning and organizing; Problem solving and decision making; Project management; Diversity management; Networking and building bonds; Managing interpersonal conflict and resolving problem; Team leadership; Willingness to travel and work extended irregular hours.

DUTIES : Key Performance Areas: Provide archives and records management services to both internal and external clients; Monitor compliance with the filing system of the Department; Evaluate archival files and conduct records management awareness/training; Conduct records management
ENQUIRIES: Mr O Melato Tel No: (012) 315 1351
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.

POST 37/42: ADMINISTRATIVE OFFICER: STRATEGIC PLANNING REF NO: 19/128/DG

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

CENTRE: National Office: Pretoria

REQUIREMENTS: A 3 year National Diploma/Degree in Office Administration/Office Management (NQF6) or equivalent; 1 year experience in administration; Knowledge of departmental strategic goals as well as departmental prescripts; General knowledge of corporate services in Government: Skills And Competencies: Computer literacy (MS Office); Interpersonal skills; Communication (verbal and written) skills; Problem solving skills; Project Management; Attention to details and ability to work under pressure and willingness to work overtime when required.

DUTIES: Provide administrative support services; Facilitate the procurement of goods and services; Manage and control flow of documents; Develop and maintain storage retrieval system.

ENQUIRIES: Ms D Modibane Tel No: (012) 315 – 1668
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 37/43: PROVISIONING ADMINISTRATION OFFICER: TRANSACTION AND NEGOTIATIONS REF NO: 19/132/CFO (X2 POSTS)

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

CENTRE: National Office: Pretoria

REQUIREMENTS: A National Diploma in Supply Chain Management, Procurement, Logistics and/or finance-related qualification (NQF6); A minimum of 2 years relevant experience in Bids and Acquisitions Management/Supply Chain Management; Knowledge of PFMA, BAS and other applicable legislations; Knowledge of procurement policies, regulations PFMA, Treasury Regulations/DFI Skills and Competencies: Computer skills (Ms Power Point, Ms Word, Ms Excel); Interpersonal relations; Problem solving skills; Creative thinking; Customer service orientation; Communication skills; Ability to work under pressure and be self-motivated.

DUTIES: Key Performance Areas: Provide administrative support during bid DBEC/DBAC committees; Administer the implementation of supply chain management policy and strategy; Maintain effective systems and procedures for the procurement of goods and services for above R500K; Provide effective people management.

ENQUIRIES: Ms M Qhamakoane Tel No: (012) 357 8591
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 37/44  :  PROVISIONING ADMINISTRATION OFFICER/TRANSPORT OFFICER: FLEET MANAGEMENT REF NO: 19/144/CFO

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

CENTRE  :  National Office: Pretoria

REQUIREMENTS  :  National Diploma or equivalent qualification (NQF6) in Fleet Management; At least 2 years’ experience in Supply Chain Management; Knowledge of transport policies, PFMA, Treasury Regulations and legislations; Appropriate knowledge and practical experience in fleet management. Skills and Competencies: Computer literacy (Ms Word, email and internet skills); Communication skills (written and verbal); Ability to work under pressure; Financial management skills; Organizational skills; Good planning and decision making skills; Interpersonal relations and leadership skills; Project management skills.

DUTIES  :  Key Performance Areas: Provide administrative support services in relating to transport matters; Coordinate the movement of vehicles and other transport assets; Manage records and register vehicle kilometer usage; 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 Building, Pretoria, 0001.

NOTE  :  People with disabilities are encouraged to apply.