ANNEXURE F

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 : 23 December 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. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 43/17 : DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 19/179/HR

SALARY : R1 521 591 – R1 714 074 per annum (All inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : A Bachelor’s Degree (NQF 7) and Post-Graduate Degree (NQF 8) in Management Science, Social Science; Business Administration/Management or Public Management/Administration; 8 years of experience at a senior management level; Extensive knowledge of the statutory framework that informs activities of the Department; Broad knowledge and understanding of Government policies. Skills and Competencies: Strategic capacity and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Oversee the provision of human resources management customer management services; Oversee the provision of human resources policy and strategy services; Oversee the provision of justice related functional training and capacity building; Oversee the provision of public education and communication services; Oversee the provision of access to information and records management; Manage and facilitate the implementation and maintenance of ICT business solution and applications; Manage and provide ICT infrastructure and service management; Oversee the provision of safety and security management in the Justice Cluster.

ENQUIRIES : Ms. R Roos Tel No: (012) 315 1159

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 43/18 : CHIEF MASTER REF NO: 19/176/MAS

SALARY : R1 521 591 – R1 714 074 per annum (All inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.
**CENTRE**: National Office: Pretoria

**REQUIREMENTS**: An appropriate LLB Degree or recognized 4 year legal qualification (NQF level 8); 8 years of experience at a senior management level of which 5 years should be management of deceased estates, insolvencies and trusts; Knowledge of all spheres of law including interpretation of statutes, administrative law, law of contracts and asset forfeiture; Knowledge of PFMA and Treasury Regulations. Skills and Competencies: Strategic capacity and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

**DUTIES**: Key Performance Areas: Provide strategic leadership to the Office of the Master of the High Court; Formulate policy, strategy and facilitate operational risk management across the Master of the High Court; Manage and provide corporate governance to the Master of the High Court’s operations in terms of the enabling legislations; Facilitate and manage the stakeholder relations for the Masters Branch; Manage the finance of the Branch as delegated; Provide effective people management.

**ENQUIRIES**: Mr. S Maeko Tel No: (012) 315 1996

**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. Note: Separate applications must be made quoting the relevant reference.
POST 43/20: DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: 19/127/KZN

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

CENTRE: Regional Office, Durban

REQUIREMENTS: B Degree or a 3 year National Diploma in Public Administration (NQF6) or equivalent qualification; Minimum of three years middle management experience in Security Management; A valid driver’s license. Skills and Competencies: Computer literacy; Research and analytical skills; Communication skills (written and verbal) skills; leadership and decision making skills; planning and organizing skills.

DUTIES: Key Performance Areas: Manage the 24 hour guarding services at all identified courts and ensure value for money; Manage cash in transit services at all identified courts and ensure value for money; Provide information technology support services in the region; Manage physical security at identified courts in terms of the national Security Infrastructure Programme; Provide security management services; Provide support services in planned events of the region.

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 43/21: COURT MANAGER REF NO: 161/19/EC

SALARY: R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate, Peddie

REQUIREMENTS: Three (3) year qualification in Administration (NQF level 6) and/or National Diploma in Services Management (NQF level 5) plus the module on Case Flow Management or equivalent qualification; At least 3 year’s managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver’s license; Experience in the Court environment will be an added advantage; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.

DUTIES: Key Performance Areas: Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement management; Manage service level agreements.

ENQUIRIES: Mr. P Hattingh Tel No: (043) 702 7000

APPLICATIONS: Limpopo: 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. Eastern Cape: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

POST 43/22: ASSISTANT DIRECTOR: CARA AND PRESIDENT FUNDS REF NO: 19/167/CFO

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

CENTRE: National Office: Pretoria

REQUIREMENTS: A 3 year Degree/National Diploma in Finance Management or equivalent qualification (NQF 6); 3 years relevant experience in Finance at supervisory level; Knowledge of costing methodologies; Knowledge of Public Finance.
Management Act (PFMA), Prevention of Organised Crime Act (POCA), Promotion of National Unity and Reconciliation Act, Treasury Regulations, GRAP and Budgets; A valid driver’s license. Skills And Competencies: Computer literacy (Ms Word, Ms Excel & PowerPoint); Communication (written and verbal) skills; Interpersonal relations; Research and analytical skills; Accuracy and attention to details; Policy development; Negotiation skills; Problem solving, decision making and conflict management skills.

**DUTIES**

Key Performance Areas: Administer the allocated monies and property as approved by Cabinet; Monitor allocated monies to ensure effective use of monies; Prepare annual reports and financial statements for the CARA account and President’s Fund; Liaise with officials from other Departments regarding proposed decisions of the CARA Committee; 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 Resource: 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 disability are encouraged to apply.

**POST 43/23**

**ADMINISTRATIVE OFFICER REF NO: 19/128/KZN**

Re-advertisement candidates who previously applied are encouraged to re-apply

**SALARY**

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

**CENTRE**

Magistrate Court, Hlanganani

**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 analyse 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 43/24**

**ADMINISTRATIVE OFFICER REF NO: 58/19/LMP**

**SALARY**

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

**CENTRE**

Magistrate Polokwane

**REQUIREMENTS**

Bachelor’s degree or equivalent qualification; Two years’ experience in Court Administration; A valid code B drivers’ license. Skills and Competencies: Computer literacy (MS Office); Good interpersonal skills; Ability to work under...
pressure; Attention to detail; Experience in Court Administration will serve as an added advantage.

**DUTIES:**
Key Performance Areas: Supervisor of the Clerks in Court (clerk of court, finance, procurement, family court and administration); Checking the work done in the Civil and Criminal Courts; Checking the work done in finance section (MMT through JDAS and Vote Account); Reconcile Witness Fees, and MMT; Monitor and control the capturing of cases through E-Scheduler; Checking work done in Registry, Estates, Family court; and Provisioning; Manage the Performance Management System in the Office; Compile statistics to indicate performance and trends; Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Supervise administrative staff on a daily basis; Coordinate and manage the financial and human resources of the Office.

**ENQUIRIES:**
Ms. PM Manyaja Tel No: (015) 287 2034 or Ms MR Phalane 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 43/25:**
**SENIOR COURT INTERPRETER REF NO: 19/ 100 /FS**
Re- Advertisement candidates who previously applied are encouraged to re-apply

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

**CENTRE:**
Magistrate’s Office, Thaba Nchu Cluster

**REQUIREMENTS:**
NQF level 4/Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) Driver’s license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Interpersonal relations, Problem solving, Planning and organising and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure. Language Proficiency: Thaba Nchu Cluster: English, Afrikaans, Sesotho, Setswana and IsiXhosa.

**DUTIES:**
Key Performance Areas: To interpret in court of Law (Civil and Criminal matters; Entering of criminal cases in the criminal record book/register. To interpret in small claims courts.; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feedback to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor. To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

**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 at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

**POST 43/26:**
**MAINTENANCE INVESTIGATOR REF NO: 19/129/KZN**

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

**CENTRE:**
Magistrate Court, Verulam

**REQUIREMENTS:**
A Grade 12 certificate with two years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998) A valid driver’s license code EB; Knowledge of computer literacy (experience in MS Word and Excel); Certificate reflecting these courses to be attached. Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent
communication skills (verbal and written); Ability to: Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressured environment; Assist the court in the conducting of maintenance matters for the court.

**DUTIES**

Key Performance Areas: Provide support to magistrate courts within Cluster A. Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers/Maintenance Prosecutors; Render any administrative support to the office; Outdoor function requiring physical tracing capabilities; Perform any other administrative functions as required from time to time; Serve documents on complainants/respondents/banks/employers/etc.

**ENQUIRIES**

Ms V. Mlandeliso Tel No: (031) 372 3000

**APPLICATIONS**

Quote the relevant reference number and direct your application to: Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

**POST 43/27**

REGISTRAR MR 1 – MR 4 REF NO: 57/19/LMP

**SALARY**

R198 411 – R351 795 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 Polokwane Regional Court

**REQUIREMENTS**

LLB or four year recognized legal qualification; One year relevant legal experience required; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numeracy skills; Office management, planning and organization skills; Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.

**DUTIES**

Key Performance Areas: Co-ordinate Case Flow Management Support Services to the; Judiciary and prosecution at regional level; Co-ordinate all processes that initiate court proceedings; Compile and submit monthly reports on the Civil statistics and Performance for the office of the Regional Court President and DOJ &CD; Coordinate and liaise with the Office of the Regional Court President and Regional Magistrates on civil and related matters and Court Sittings Consideration of judgments by default and taxation of attorneys unopposed and opposed bills of cost; Issue, keep, check and analyse court statistics; Issue court orders, advise Magistrates on cases that are distributed and allocated to the courts; Manage Appeals, Reviews and Applications for request for Access to information, Court Records and all relevant registers; Authenticate signatures of legal practitioners, notaries, sworn Translators and conveyancers; Provide training and guidance to assistant registrars at civil seats in Regional Division; Supervise and manage the performance assistant registrars in Regional Division.

**ENQUIRIES**

Mr. V Lamola Tel No: (015) 287 2035 & Mr. TP Maakamedi. Tel No: (015) 287 2025

**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.