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.

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.

CLOSING DATE: 30 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.

OTHER POSTS

POST 44/08: ADMINISTRATION OFFICER: LEGAL PROCESS (X2 POSTS)

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

CENTRE: Office of the Chief Litigation Officer (Pretoria) Ref No: 19/161/CLO (X1 Post) Office of the State Attorney, (East London) Ref No: 19/194/SA (X1 Post)

REQUIREMENTS: Bachelor Degree/National Diploma in Office Administration (NQF 6) or equivalent qualification; Minimum of 2 years administration experience; Knowledge of the Public Finance Management Act, DFI, BAS, Treasury Regulations; Knowledge of Justice Yellow Pages (JYP) will be an added advantage. Skills and Competencies: Computer literacy (MS Office); Interpersonal relations; Communication skills (verbal and written); Organizational skills; Able to work under pressure and independently; Creative and analytical thinking.

DUTIES: Key Performance Areas: Render administrative support pertaining to legal matters; Implement and maintain a filing system; Render acquisition, procurement of stores and equipment function; Ensure the verification of assets and control inventory; Develop, collect and administer data on the databases of the Directorate; Co-ordinate travel and accommodation, arranging meetings and events for the office and taking minutes; Provide effective people management.

ENQUIRIES: Ms. K. Ngomani Tel No: (012) 357 8661

NOTE: People with disabilities are encouraged to apply.

POST 44/09: VETTING INVESTIGATOR: VETTING FIELD WORK REF NO: 19/170/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 Bachelor’s Degree or equivalent qualification at NQF level 6 in Social Science or related areas; Vetting field work course from SSA, SAPS or Defence Intelligence will be an added advantage; A valid driver’s license. Skills and
Competencies: Computer literacy; Communication skills (written and verbal); Interpersonal relations skills; Report writing skills; Ability to manage conflict; Analytical skills; Planning and organizational skills.

**DUTIES**
Key Performance Areas: Conduct vetting field-work investigations; Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations; Provide effective communication channels and systems between the department and the National Intelligence Agency (NIA) and other related agencies; Administer vetting file and reports; Render administrative support services.

**ENQUIRIES**
Mr O. Melato Tel No: (012) 315 1351

**NOTE**
Appointment is subject to completing relevant training courses offered by State Security Agency (SSA)