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: 06 January 2020

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. Reasonable accommodation shall be applied for People with Disabilities including where drivers 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 45/36: OFFICE MANAGER: STATE ATTORNEY REF NO: 19/191/SA

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

CENTRE: State Attorney: Durban

REQUIREMENTS: An appropriate Degree/ National Diploma in Public Administration (NQF6) or equivalent qualification; 3 years relevant experience of which one year should be at supervisory level; Knowledge of Performance Management System and Financial Management in the Public Service will be an added advantage; Knowledge of the Public Service environment; A valid driver’s license. Skills and Competencies: Communication skills (verbal and written); Interpersonal skills; Computer literacy (Ms Office, Intranet and Internet); Planning and organization skills; People management; Customer service orientation; The ability to work independently, under pressure and meet deadlines, yet as part of a team.

DUTIES: Key Performance Areas: Render administrative functions in the CLO branch; Manage finance and procurement of goods and services of the CLO branch; Direct and manage projects, implement systems and processes aimed at improving the Chief Litigation’s Office; Manage the registry, security, office building and budget services; Provide effective people management.

ENQUIRIES: Mr Kooko Tel No: (012) 315 1164

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 45/37: ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 19/192/HR

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

CENTRE: National Office, Pretoria

REQUIREMENTS: Bachelor’s Degree/National Diploma in Human Resource Management or equivalent qualification at NQF6; A minimum of 3 years’ relevant experience as Human Resource Practitioner/Senior Human Resource Officer in Service Benefits; Knowledge and application of Public Service Prescripts; Knowledge of relevant HR management legislation and directives. Skills and
Competencies: Computer literacy (MS Word, Outlook, Excel and Persal); Planning and organizing skills; Good interpersonal relations and communication skills; Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Problem solving skills and decision making skills; Customer service orientation.

**DUTIES**: Key Performance Areas: Develop, review and monitor implementation of Service Benefits Policies; Assist with monitoring of the implementation of conditions of service and service benefits (leave, housing, IOD, terminations, long service recognition, overtime, relocation, pensions, etc); Monitor and implement new HR interventions introduced by the DPSA; Conduct analysis and complete reports in order to monitor performance on related areas; 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.

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

**CENTRE**: National Office: Pretoria

**REQUIREMENTS**: An appropriate Degree/National Diploma in Financial Management or equivalent qualification at NQF level 6; A minimum of 3 years working experience in a financial environment; Knowledge of Public Finance Management Act and National Treasury Regulations; Knowledge of Estates Act and relevant Guardian Funds (GF) Legislation; Knowledge and experience in Departmental directives such as, DFI, SOPS, GRAP Accounting etc. Skills and Competencies: Communication (written and verbal) skills; Computer literacy and spreadsheet skills; Customer focus and responsiveness; Planning, organizing and controlling skills; Ability to implement internal systems and control to ensure sound financial management; Problem solving and analysis skills; Monitoring and evaluation skills; Ability to work under pressure and meet daily deadlines; Ability to work in a team and independently.

**DUTIES**: Key Performance Areas: Provide accounting and technical oversight to Regions; Facilitate system development; Analyse and execute Project Management; Prepare GF financial statements; Execute audit readiness and preparation.

**ENQUIRIES**: Ms M Qhamakoane Tel No: (012) 357 8591

**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.

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

**CENTRE**: National Office: Pretoria

**REQUIREMENTS**: An appropriate Degree/National Diploma in Financial Management or equivalent qualification at NQF level 6 with Accounting as a major subject; A minimum of 3 years’ experience in a financial environment; 3 years’ experience should be at supervisory level; Knowledge of Public Finance Management Act and National Treasury Regulations; Knowledge of Justice Administered Act, Regulations, Financial Instructions and Directives; Knowledge and experience in Third Party Funds Systems, DFI, SOPS, etc. Skills and Competencies: Communication (written and verbal) skills; Computer literacy and spreadsheet skills; Planning, organizing and controlling skills; Ability to implement internal systems and control to ensure sound financial management; Problem solving
and analysis skills; Monitoring and evaluation skills; Ability to work under pressure and meet daily deadlines; Ability to work in a team and independently.

**DUTIES**

Key Performance Areas:
- Manage MojaPay user access and system control;
- Manage Third Party Funds Regulatory; Manage client support and training;
- Facilitate financial reporting and audits; Provide effective people management.

**ENQUIRIES**

Ms M. Qhamakoane Tel No: (012) 357 8591

**APPLICATIONS**

Quoting the relevant reference number, direct your application to:


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 45/40**

**ASSISTANT DIRECTOR: TPF: STATE ATTORNEY REF NO: 19/189/CFO**

**SALARY**

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

**CENTRE**

National Office: Pretoria

**REQUIREMENTS**

An appropriate Degree/ National Diploma in Financial Management (NQF6) or equivalent qualification with Accounting as a major subject; A minimum of 5 years working experience in a financial environment of which 3 years should be at supervisory level; Knowledge of Justice Administered Act, Regulations, Financial instructions and Directives; Knowledge of other relevant departmental directives, such as DFI, SOPS; Knowledge of Public Finance Management Act and National Treasury Regulations; Knowledge of departmental TPF systems; A valid driver's licence. Skills and Competencies:
- Communication (written and verbal) skills; Computer literacy and spreadsheet skills;
- Planning, organizing and controlling skills; Problem solving and analysis skills; Monitoring and evaluation skills; Financial management skills; Ability to work under pressure and meet daily deadlines; Ability to work in a team and independently.

**DUTIES**

Key Performance Areas:
- Manage State Attorney monies services; Manage Third Party Funds Regulatory and Organisational Business Partner; Manage Justice Administered Fund (JAF) Legacy, Reserve & Unclaimed Accounts; Manage payment run & clarification account services; Provide effective people management.

**ENQUIRIES**

Ms M. Qhamakoane Tel No: (012) 357 8591

**APPLICATIONS**

Quoting the relevant reference number, direct your application to:


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 45/41**

**ADMINISTRATIVE OFFICER (X2 POSTS)**

**SALARY**

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

**CENTRE**

Magistrate Office, Noupoort Ref No: 50/19/NC

Magistrate Office, Springbok Ref No: 51/19/NC

**REQUIREMENTS**

A three (3) year Degree/National Diploma in Public Administration/Management or relevant equivalent qualification (NQF6); Two (2) years relevant experience in Office and District Administration, Departmental Financial and Cash flow 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.
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**
Separate application must be made quoting the relevant reference number

**POST 45/42**
**ASSISTANT STATE ATTORNEY REF NO: 19/172/SA**

**SALARY**
R301 452 – R847 047 per annum (LP3-LP6); (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**
State Attorney: Kimberley

**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**
Mr. E. Seerane Tel No: (012) 315 1780

**APPLICATIONS**
Quoting the relevant reference number, direct your application to: Postal Address: The 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 Building, Pretoria, 0001.

**NOTE**
People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.

**POST 45/43**
**PROVISIONING ADMINISTRATION OFFICER: ASSETS MANAGEMENT REF NO: 19/174/CFO**

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

**CENTRE**
National Office: Pretoria

**REQUIREMENTS**
An appropriate Degree/National Diploma in Commerce, Accounting or Management or Supply Chain Management or relevant qualification (NQF6); A minimum of 2 years relevant experience in financial/asset management or relevant experience; Knowledge of Public Financial Management Act, Supply Chain Management Framework and Asset Management Skills and Competencies: Computer skills (Ms Power Point, Ms Word, Ms Excel); Communication skills; Problem solving and analysis skills; Interpersonal relations; Creative thinking; Customer service orientation; Ability to work in a team and independently; Ability to work under pressure and be self-motivated.

**DUTIES**
Key Performance Areas: Render administrative support to asset management; Administer disposal and verification of leased assets; reconcile the accounting system with the asset register; provide effective people management.

**ENQUIRIES**
Ms N Joseph (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