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 : 10 February 2020
NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. 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 licence 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 exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigner or dual citizenship holder must provide the Police Clearance certificate from his/her country of origin. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. 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 03/154 : DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 19/179/HR
Re-advertisement, those who have applied before need not apply because they will be considered during the short-listing).

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:
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 03/155
CHIEF MASTER
Re-advertisement, those who have applied before need not apply because they will be considered during the short-listing.

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 years legal qualification (NQF level 8); 8 years of experience at a senior management level of which 5 years should be in the management of deceased estates, insolventcies 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:
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 03/156
STATE ATTORNEY (X8 POSTS)
Re-advertisement, those who have applied before need not apply because they will be considered during the short-listing.

SALARY
R1 251 183 – R1 495 956 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
Pretoria Ref No: 19/180/SA (X1 Post)
Durban Ref No: 19/181/SA (X1 Post)
East London Ref No: 19/183/SA (X1 Post)
Bloemfontein Ref No: 19/184/SA (X1 Post)
Johannesburg Ref No: 19/185/SA (X1 Post)
Nelspruit Ref No: 19/186/SA (X1 Post)
Cape Town Ref No: 19/182/SA (X1 Post)
Northern Cape Ref No: 19/197/SA (X1 Post)

REQUIREMENTS
An LLB or Four year recognized legal qualification at NQF 7; 5 years’ experience at a senior managerial level; Minimum of 8 years litigation experience; Admission as an Attorney; Administrative and management experience. Skills and Competencies: Legal research and drafting; Computer literacy (MS Office share point portal, MS Outlook, JutaStat); Communication skills (written and verbal) with ability to motivate and direct people; Creative and analytical thinking; Strategic leadership capability; Performance Management; Analytical thinking, problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
solving and decision making; Project management, Research and Development; Knowledge Management; Change management; Financial management.

**DUTIES**

Key Performance Areas: Manage and coordinate the development and implementation of the strategic and annual performance plans; Manage and facilitate the provision of representation of government on all legal and litigation matters including debt collection; Manage and facilitate the provision of conveyancing and notarial services; Manage and facilitate drafting and provision of legal opinions and contracts; Provide effective people management.

**ENQUIRIES**

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

**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. Separate applications must be made quoting the relevant reference.

**POST 03/157**

DIRECTOR: ORGANISATIONAL DEVELOPMENT DESIGN REF NO: 20/01/HR

**SALARY**

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

**CENTRE**

National Office: Pretoria

**REQUIREMENTS**

A Degree in Management Services/Organisation and Work study, Industrial Engineering, Industrial Psychology, Production/Operations Management/or any related qualification relevant to NQF 7; 6 years’ experience in Organisational Development and Design of which 5 years must be at a middle/senior managerial level; Understanding of Diversity Management, Public service Regulations and Public Finance Management Act; Knowledge of Organizational Design, Development and Change Management; A valid driver’s license. 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 organizational design and post establishment processes; Facilitate business process re-engineering, norms and standards procedures; Manage the provision of strategy and legislative support; Evaluate and monitor change management interventions; Manage corporate related function.

**ENQUIRIES**

MS. E. Zeekoei Tel No: (012) 315 1436

**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 03/158**

DIRECTOR EMPLOYEERALATIONS REF NO: 20/02/HR

**SALARY**

R1 057 326 – R1 245 495 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE**

National Office: Pretoria

**REQUIREMENTS**

An undergraduate qualification (NQF Level 7) as recognized by SAQA in Labour Relations/ Human Resource or any other related qualification; 3 years’ experience working in Employee Relations; At least 6 years’ human resource experience of which 5 years must be at middle/senior management level; Knowledge of legislation prescripts and frameworks of the Department; A valid driver’s license; Skills and Competencies: Strategic capabilities and leadership; Project management; Planning and organizing; Financial management and change management; Research and knowledge management; Service delivery innovation; Analytical and problem solving; People management and empowerment; Client orientation and customer focus; Communication skills; Presentation and facilitation, Computer skills (MS Office).
DUTIES : Key Performance Areas: Manage grievances and misconduct to harness sound employee relations; Manage and coordinate the handling of disputes resolutions and appeals; Manage related stakeholder relations; Manage the facilitation of ER related capacity building programmes; Manage and facilitate the development of ER policies, strategies and systems.

ENQUIRIES : Ms E Zeekoei Tel No: (012) 315 1436

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

OTHER POSTS

POST 03/159 : COURT MANAGER REF NO: 20/04/KZN

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

CENTRE : Magistrate’s Office: Verulam

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

DUTIES : Key Performance Areas: Manage courts within Ethekwini Metro; 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; 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 : Ms V.T. Mlandeliso 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 03/160 : ADMINISTRATIVE OFFICER REF NO: 20/05/KZN (X2 POSTS)

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

CENTRE : Magistrate Court: Ntuzuma

REQUIREMENTS : Three-years 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: 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
APPLICATIONS
Ms V.T. Mlandeliso Tel No: (031) 372 3000
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.

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.

ENQUIRIES
Ms C.S. 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.

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

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.

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.

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.
DUTIES : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; 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 service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office and; Performance of any other duties necessary to ensure smooth office running.

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 to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

POST 03/163 : ADMINISTRATIVE OFFICER: OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 20/07/KZN

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

CENTRE : Regional Office: Durban

REQUIREMENTS : A Bachelor’s degree or Diploma in Health and Safety and Risk Management or equivalent qualification and two years’ relevant experience; A certificate in Project Management/Security Management will be an added advantage; Knowledge of OHS Act, COIDA, NEMA, strong knowledge of SHER management standards and guidelines, system orientation approach in work methodologies, sound knowledge of research methodology; A valid driver’s license. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Ability to work independently and under pressure; Ability to conduct SHE risk assessment; Ability to identify hazards, environmental impacts, and risks; Report writing skills; Project Management skills; Financial management skills; Research and analytical skills, presentation skills.

DUTIES : Key Performance Areas: To render an effective and efficient Safety, Health, Environment Training services within the Sub-Directorate: Security Management in the Province in line with Legislation requirements, standards, policies and guidelines, to ensure the development, implementation, management, and monitoring of health and safety management system to continually improve through application of the best practices; Implement and review SHE policy standards and guidelines in relation to the legislation; Coordinate and conduct SHE awareness programmes and prepared to travel within the province; Assist in developing training modules for occupational health and safety courses; Develop and implement student assessment and reporting strategies; Implement strategies to meet learning needs of the students; Evaluate the impact of the SHER training programme for continual improvement on SHER management system; Liaise with relevant institutions for accreditation process of health and safety training courses; Facilitate and Conduct training session in the Regions and in other offices within the respective Province; Assist in compiling statistics for occupational diseases in the workplace; Participate in the investigation procedures and incident reporting of SHER related cases; Initiate special projects to enhance a safe and healthy working environment for officials in the department; Properly manage the utilization of all resources in line with PFMA and other relevant legal frame work; Incorporate the expertise of ISM to develop a network system for quick and effective method of incident reporting; Manage and keep record of important information received in line with Minimal Information Security Standard, National Archives of South Africa and OHS Act and regulations.
ENQUIRIES: Ms M.P. Khoza 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 03/164: MAINTENANCE OFFICER (MR1 –MR5) REF NO: 20/08/KZN

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: Umbumbulu

REQUIREMENTS: LLB degree or recognized 4-years legal qualification. Basic knowledge and understanding of legal research principles of drafting legal documents. Knowledge of legal proceedings relevant to mediation, arbitration and conciliation. Knowledge of the maintenance system. Skills and Competencies: Communication Skills (verbal & written); Loyalty, honesty, Ability to work under pressure; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

DUTIES: Key Performance Areas: 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: Ms V.T. Mlandeliso 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.