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 : 17 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 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 04/55 : DEPUTY DIRECTOR: RISK AND SECURITY SERVICES MANAGEMENT REF NO: 03/20/LMP

SALARY : R733 257 – R863 748 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE : Regional Office: Limpopo
REQUIREMENTS : Bachelor’s degree or a 3-years National Diploma in Public Administration or equivalent qualification at NQF6; Minimum of three years’ management experience in Security Management; A valid driver’s license The following will be added advantages: Security Administration or Security Management Course; Risk Management; Intensive Fire Prevention (Fire Regulations); Communication Security (Cryptography); Knowledge of Budget planning and control, PFMA and Occupational Health and Safety (OHS) Act.

DUTIES : Key Performance Areas: Provide physical security at identified courts at the region; Advice management on security policy and implications of management decisions; Identify all risks, threats and provide security risk management services; Evaluate and improve the effectiveness of security measures, procedures and conduct security training sessions to all officials; Liaise with State Security Agent (SSA)/South African Police Services (SAPS) and report all incidents or suspected incidents of security breaches and/or leakages for investigations to SSA/SAPS; Ensure proper administration of vetting applications; Draft Annual Action and Business Plans for security component; Provide cash in transit services at all identified courts; Regularly conduct security audits; The applicant must be prepared to work long and irregular hours

ENQUIRIES : Mr TP.Maakamedi Tel No: (015) 287 2020
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 04/56

DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (PROCUREMENT) REF NO: 02/20/LMP

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

CENTRE : Regional Office, Limpopo

REQUIREMENTS : Degree/Diploma in Public Management / Administration /Logistics Management / Public Finance and Accounting or Purchasing Management or equivalent at NQF6; A minimum of 6-years’ experience in the supply chain management environment, with at least 3 years’ experience at management level; Knowledge of PFMA, PPPFMA and other financial Prescripts; Knowledge of Supply Chain Management Framework and Asset Management; A valid drivers’ license. Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS office); Interpersonal & motivating skills; Negotiation skills; Research and data analysis skills; Management and Leadership skills; Project Management skills; Ability to adhere to confidentiality; Problem solving skills; Planning and Organizing skills and Loyal, honest, ability to work under pressure, etc.

DUTIES : Key Performance Areas: Manage and maintain the demand management planning for the procurement of goods and services; Manage the adjudication of the Bid process in the Region; Manage registry, archives, telecommunication and library services; Manage and coordinate Asset and its disposal and fleet management for the Region; Manage logistics regarding stores, warehousing and transport and vendor performance; Compile submission of needs assessment for certification by the delegated authorities; Manage human, financial and physical resources of the Sub-Directorate: Supply Chain Management; Provide effective people management.

ENQUIRIES : Ms PM Manyaja. (015) 287 2034 orMs MR Phalane (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.

OTHER POSTS

POST 04/57

COURT MANAGER (X4 POSTS)

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

CENTRE : Magistrate Office: Mahwelereng (Mokerong): Ref No: 04/20/LMP
Magistrate Office: Kakamas: Ref No: 001/20/NC
Magistrate Office: Douglas: Ref No: 002/20/NC
Magistrate Office: Springbok: Ref No: 003/20/NC

REQUIREMENTS : A three (3) year qualification in Administration or a National Diploma Service Management (NQF Level 5) plus the module in Case Flow Management or equivalent qualification; At least three (3) years 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 (verbal and written).

DUTIES : Key Performance Areas: Coordinate and manage the financial, human resources of the office; as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Management of Security; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Communication and relations with the internal and external stake holders.; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.
ENQUIRIES: Limpopo: Ms PM Manyaja Tel No: (015) 287 2034 or Ms MR Phalane Tel No: (015) 287 2036
Kimberley: Ms D Kistoo Tel No: (053) 8021300

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.
Kimberley: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X8106, 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.

POST 04/58: ADMINISTRATIVE OFFICER REF NO: 20/06/KZN

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

CENTRE: Magistrate Court, Bergville

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 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.

POST 04/59: ADMINISTRATIVE OFFICER REF NO: 20/04/FS

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

CENTRE: Magistrate’s Office: Winburg

REQUIREMENTS: Three year Bachelor’s degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage; Skills and competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.

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 04/60
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 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 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 04/61
FAMILY LAW ASSISTANT REF NO: 19/105/FS

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

CENTRE
Office of the Family Advocate: Welkom

REQUIREMENTS
Three (3) year Bachelor’s degree /National Diploma in legal field or equivalent legal qualification; Three (3) years administration experience; Knowledge in the functions of the Office of the Family Advocate; Drivers license. Skills and competencies: Excellent communication skills (verbal and written); Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Conduct legal research; Good interpersonal relations.
DUTIES: Key Performance Areas: Conduct screening interviews and parental rights/responsibilities information sessions; Assist members of the public with form completion and queries; Assisting Family Advocates in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding parental responsibilities and rights.

ENQUIRIES: Ms NM Dywili @ (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 04/62: ADMINISTRATIVE OFFICER: LEGAL ADMINISTRATION REF NO: 20/11/KZN

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

CENTRE: Regional Office, Durban

REQUIREMENTS: Bachelor’s Degree or equivalent qualification and one year experience in the justice system and/or relevant sector environment; A valid driver’s license. Skills and Competencies: Computer literacy (including Word, Excel, PowerPoint); Facilitation and Presentation skills; Good Interpersonal relations; Ability to liaise with the team members and stakeholders; Excellent communication skills (verbal and written); Accuracy and attention to detail; analytical skills.

DUTIES: Key Performance Areas: Act as secretariat for meetings; collate and analyse statistics from the courts and stakeholders; prepare reports and memoranda; deal with complaints; assist to ensure the effective administration of the specialized Courts (maintenance, domestic violence, equality courts, sexual offences courts) and Small Claims courts in the province; participate in Inter-sectoral Committees and meetings on behalf of the Directorate Legal Administration; organise and participate in outreach programmes and trainings in the province; deal with and assist with general administrative duties within the Directorate.

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 04/63: 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 SHER 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; Perform regular risk assessments in order to identify the gaps developing health and safety skills in the workplace; 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 framework; 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.