DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

ANNEXURE F

CLOSING DATE : 02 March 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. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. 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. 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.

ERRATUM: Kindly note that the post of Senior Human Resource Officers (X2 Posts) with Ref No: 20/14/HR, advertised Public Service Vacancy Circular 05 dated 07 February 2020. The Duties of the post has been amended as follows:-
- Supervise and undertake the more complex implementation of human resources administration and transactional practices and remuneration processes including performance incentives;
- Supervise and implementation all relevant public service conditions of service and service benefits including leave in terms of the PILIR processes and keep record of such;
- Deal with enquiries relating to the above mentioned HR conditions and service benefit offerings and provide reports according to requirements;
- Provide effective people management. Therefore the closing date will be extended to 02 March 2020. We apologize for any inconvenience caused.

OTHER POSTS

POST 06/14 : FAMILY ADVOCATE (X2 POSTS)

SALARY : R763 212 – R1 266 156 per annum (LP7 – LP8) (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of The Family Advocate: Port Elizabeth Ref No: 1/20EC
Office of the Family Advocate: Mthatha Ref No: 2/20EC

REQUIREMENTS : An LLB Degree or recognized four (4) year legal qualification; At least five (5) years appropriate post qualification, litigation/ legal experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa; A valid driver’s license; Experience as family law practitioner will be advantageous; Skills and Competencies: Litigation and Trial Advocacy; Legal research and drafting and report writing; Dispute resolution; Computer literacy (MS Office)

DUTIES : Key Performance Areas: Execute the mandate and standard operational procedures of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in Instituting inquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Liaise with Judges, Attorneys, Psychologist, Social Workers and other relevant professionals; Furnish the court with a report and recommendations on any matter concerning the welfare of a minor child involved in a pending matter; Attend to Hague Convention matters when delegated to do so; Travel to circuit courts, rural and township areas and perform duties in other offices (Mthatha, Graaff Reinet, Port Elizabeth, East London offices) as per operational requirements; Endorse settlement agreements or commenting thereon; Promoting access to the Family Advocate services and create public awareness.

ENQUIRIES : Ms. L. de Kock Tel No: (043) 702 7130
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200 or hand delivered to the Regional Office, East London 3rd floor at 3 Phillip Frame Road, Waverly Park complex in Chiselhurst

NOTE : Applicants are required to attach service certificates to determine salary in accordance to experience.
POST 06/15 : FAMILY ADVOCATE; LP7 REF NO: 2020/05/GP

SALARY : R763 212 – R822 192 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Family Advocate: Johannesburg

REQUIREMENTS : An LLB Degree or recognized 4 year legal qualification; Admitted as an Advocate or qualified to be admitted as an Advocate; The right of appearance in the High Court of South Africa; At least 5 years appropriate post qualification, litigation experience; A valid driver’s license. Skills and Competencies: Litigation; Advocacy; Legal research and drafting; Dispute resolution; Case flow management.

DUTIES : Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute enquiries to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Attend to Hague matters when delegated to do so; Attend to relevant circuit courts within the provinces.

ENQUIRIES : Ms R Moabelo Tel No: (011) 332 9000

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Private Bag X 6, Johannesburg, 2000 OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Johannesburg; 2000

POST 06/16 : STATE ACCOUNTANT: THIRD PARY FUNDS REF NO: 07/20/NC

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

CENTRE REQUIREMENTS : Regional Office: Northern Cape

REQUIREMENTS : A Degree/National Diploma in Financial Management (NQF6) or equivalent qualifications; A minimum of 1 year relevant experience in a financial/accounting management environment; Knowledge of Public Financial Management ACT (PFMA) and National Treasury Regulations; Knowledge of the Department and Third Party Funds and service will serve as a recommendation; A valid driver’s license; The following will serve as an added advantage: Working knowledge on excel spread sheet (may be tested); Experience on the Justice Deposit Account System (JDAS) and MOJAPAY. Skills and competencies: Planning and organizing, Problem solving skills, Ability to work under pressure and meet tight deadlines; Computer literacy (MS Office), Sound Interpersonal Relations; Communication skills Investigation and analytical skills.

DUTIES : Key Performance Areas: Provide training and on-site support; Provide support with Electronic Transfer Funds (EFT); Implement system and roll out; Manage Third Party Funds documentation and facilitate audit.

ENQUIRIES : Mr E Trerise Tel No: (053) 802 1378

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