

DEPARTMENT OF JUSTICE & 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 : 29 June 2020
NOTE : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include only completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates and must be produced during the interview date 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. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. 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.

MANAGEMENT ECHELON

POST 15/04 : **CHIEF STATE LAW ADVISOR REF NO: 20/79/SLA**
 Re-Advertised post, candidates who previously applied are encouraged to re-apply

SALARY : R1 521 591 – R1 714 074 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An LLB Degree or recognized 4 year legal qualification (NQF level 8); Admission as an Attorney or Advocate; 8 to 10 years' experience at a senior management level and extensive legal experience; Knowledge of all spheres of law including drafting, litigation, negotiating drafting, scrutiny of international arrangements, opinion writing, subordinate legislation, management and budgeting; Knowledge and understanding of International Law; Post graduate qualification will be an added advantage 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 and manage the delivery of legal opinions as requested by State departments and other organs of State; Oversee and manage International Agreements as requested by state departments and other organs of State; Oversee, manage and direct development, evaluating and assessment of draft legislation; Oversee and manage the translation of legislation; Facilitate and manage stakeholder relations finance of the Branch as delegated; Provide effective people management.

ENQUIRIES : Mr. C.Zana Tel No: (012) 357 8185

APPLICATIONS : Quoting the relevant reference number, direct your application to: DOJ20-79-SLA@justice.gov.za

- POST 15/05** : **CHIEF DIRECTOR: MASTERS OPERATIONS REF NO: 20/80/MAS**
- SALARY** : R1 251 183 – R1 495 956 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement for a three-year employment term. Consideration for renewal of the employment period will be considered by the Head of the Department based on targets sufficiently met according to an aligned and approved MTSF Plan for the master's Branch.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An LLB or recognized four year legal qualification NQF 7; Five years proven experience in the related Masters environment of which at least 2 years' experience should be at senior management level; Sound knowledge and experience in insolvencies and liquidations, trusts, curatorship, wills and practicalities of the administration of estates and the Guardians Fund is a requirement; 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; Sound understanding of the financial and legal aspects of the Master's environment.
- DUTIES** : Key Performance Areas: Manage and provide corporate governance to operations in terms of the enabling legislations; Manage policy development and strategy; Manage research on the Master's processes; Manage and co-ordinate projects; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr S Maeko Tel No: (012) 3151996
: Quoting the relevant reference number, direct your application to: DOJ20-80-MAS@justice.gov.za
- POST 15/06** : **CHIEF DIRECTOR: INTEGRATED CRIMINAL JUSTICE SYSTEM REF NO: 20/81/CS**
(5 Year Contract Post)
- SALARY** : R1 251 183 - R1 495 956 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An undergraduate legal qualification (NQF7) (LLB) or equivalent qualification; At least 10 years' experience in criminal justice system; 5 years' experience at a senior managerial level; Extensive knowledge and understanding of the criminal justice system. Knowledge of legislation, prescripts and policy frameworks; A valid driver's licence. Skills and Competencies: Strategic Leadership capability; Programme and project management; Financial Management; Change Management; Knowledge Management; Service Delivery innovation; Problem solving and analysis; People Management and empowerment; Client orientation and customer focus; Communication skills.
- DUTIES** : Key Performance Areas: Facilitate the Integrated Criminal Justice Services strategy; Facilitate legislative reform; Coordinate and manage Domestic Stability; Facilitate communication and Public Awareness; Coordinate a victim centric Justice System; Coordinate Integrated Criminal Justice System activities; Facilitate modernization of the Criminal Justice Services Monitor and evaluate various initiatives; Facilitate research on Criminal Justice Services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms M Kganyago Tel No: (012) 315 1844
: Quoting the relevant reference number, direct your application to: DOJ20-81-CS@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.
- POST 15/07** : **CHIEF DIRECTOR: REGIONAL HEAD (X3 POSTS)**
Re-advertised post, candidates who previously applied are encouraged to re-apply.
- SALARY** : R1 251 183 - R1 495 956 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office; Nelspruit Ref No: 20/77/CS
Regional Office; Mahikeng Ref No: 20/78/CS
Regional Office; Cape Town Ref No: 20/70/CS

- REQUIREMENTS** : An undergraduate qualification (NQF7) in Social Science, BCom Law, LLB or equivalent qualification and / or Public Administration and Management; A post graduate qualification in Law or legal will be an added advantage; At least 6 years' experience of which 5 years must be at Senior Management level; Relevant work experience in the field of Court/ Administration of justice / Public Administration; A valid driver's licence. Skills and Competencies: Strategic Leadership capability; Programme and project management; Financial Management; Change Management; Knowledge Management; Service Delivery innovation; Problem solving and analysis; People Management and empowerment; Client orientation and customer focus; Communication skills.
- DUTIES** : Key Performance Areas: Manage Justice Operations; Manage infrastructure, facilities, auxiliary services and ICT related services; Manage Security service and monitor risk of all courts in the region; Manage and monitor justice stakeholders and customer relations. Provide effective people management.
- ENQUIRIES** : Ms M Kganyago Tel No: (012) 315 1844
- APPLICATIONS** : Quoting the relevant reference number, direct your application to:
DOJ20-77-CS@justice.gov.za
DOJ20-78-CS@justice.gov.za
DOJ20-70-CS@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.

OTHER POSTS

- POST 15/08** : **DEPUTY DIRECTOR: LANGUAGE POLICY, PLANNING AND DEVELOPMENT REF NO: 20/67/CS**
- SALARY** : R733 257 – R863 748 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : A Degree/National Diploma in Administration/Management or equivalent qualification; Minimum of 3 years' experience in administration; 3 years' experience should be at managerial level; Knowledge of language Policy, Interpreting Services, Public Service Regulations, Public Finance Management Act, Treasury Regulations and Labour Relations Act; A valid driver's license; Skills and Competencies: Computer literacy (MS Word, Power Point, Outlook, Excel); Communication skills (written and verbal); Research, monitoring and evaluation and report writing; Policy Development; Financial management; Cultural diversity; Strong leadership with strategic capabilities; Translation and editing; Presentation and facilitation skills.
- DUTIES** : Key Performance Areas: Manage the development of language and Court Interpreting strategies and policies; Monitor performance on the implementation of language and Court Interpreting services; Facilitate language policy awareness; Manage language service stakeholder and customer relations; Provide effective people management.
- ENQUIRIES** : Ms M Kganyago Tel No: (012) 315 1844
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: DOJ20-67-CS@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 15/09** : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 20/68/CS (X2 POSTS)**
- SALARY** : R733 257 – R863 748 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office; Pretoria
- REQUIREMENTS** : A Degree/National Diploma in Public Administration or equivalent qualification; Minimum of 3 years' experience in Administration; 3 years' experience should be at managerial level; Knowledge of Public Service Regulations and Public Finance Management Act, Treasury Regulations and Labour Relations Act; A valid driver's license; Skills and Competencies: Computer literacy; Communication skills (written and verbal); Problem solving and analysis; Budgeting and financial management; Team leadership; Planning and organising; Project management; Service delivery orientated.
- DUTIES** : Key Performance Areas: Quality assurance focus on post Covid-19 service delivery improvement; Execute quality assurance service over administrative duties related to all resources and Court Services; Manage assessment of

administrative duties related to all resources and Court Services; Develop and implement customer service improvement strategies; Manage misconduct and maladministration investigations.

ENQUIRIES
APPLICATIONS

- : Ms M Kganyago Tel No: (012) 315 1844
- : Quoting the relevant reference number, direct your application to: DOJ20-68-CS@justice.gov.za
- : People with disabilities are encouraged to apply.

NOTE