ANNEXURE D

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE: 03 August 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 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. 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.

MANAGEMENT ECHELON

POST 17/31: DIRECTOR GENERAL: DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT REF NO: 20/82/DG

SALARY: R1 978 533 – R2 228 820 per annum (All inclusive remuneration). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: An undergraduate Legal qualification (NQF 7) and a post graduate legal qualification, NQF 8; 8 - 10 years’ experience at senior managerial and leadership level, of which 3 years must be with any organ of state as defined by the Constitution; Admission as a Legal Practitioner (Attorney or Advocate) will be an added advantage; Sound knowledge and understanding of the South African constitutional and legal systems Knowledge and understanding of international law and legal system; Knowledge and understanding of the PFMA. Skills and Competencies: Visionary leadership, analytical thinking and lateral thinking; Strong strategic management and the ability to work and interface constructively with key stakeholders in the justice sector including the Judiciary and the legal profession; Appreciation of broad based economic empowerment principles; Ability to initiate interprets and translates national policies for implementation; Programme and project management; Financial and people management; Change management; Communication.

DUTIES: Key Performance Areas: Marshal the resources of the DOJ&CD to effectively advise, support and assist the Minister in the execution of the justice mandate under the portfolio; Oversee the management and administration of the Department through the provision of strategic leadership on Legislative Development, Court Administration and Master of the High Court Service; Oversee the promotion and the implementation of legislation and programmes advancing the constitution, constitution democracy and human rights and values; Oversee the provision of...
State Law Advisory and Litigation services; Ensure effective corporate governance through financial management, risk management, audit, systems and procedures.

ENQUIRIES: Mr D Mpholo Tel No: (012) 357 8688
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ20-82-DG@justice.gov.za

POST 17/32: CHIEF DIRECTOR: INTERNATIONAL LEGAL RELATIONS REF NO: 20/83/CD

SALARY: R1 251 183 – R1 495 956 per annum. (All inclusive remuneration). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF7) in Law, LLB Degree or equivalent qualification in Legal, Political Science and International Law; At least 6 years’ experience in Law, Political and Human Rights of which 5 years must be at Senior Management level; A valid driver’s licence. Skills and Competencies: Applied Strategic Leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery innovation (SDI); Problem Solving and decision-making; People Management and empowerment; Client orientation and customer focus; Project management; Diversity management; Decision making; Communication skills; Honesty and integrity Managing interpersonal conflict and resolving problems; Networking and building bonds.

DUTIES: Key Performance Areas: Manage and maintain international Legal Relations obligations on behalf of the State; Render mutual legal assistance, reciprocal maintenance and extradition services; Facilitate and coordinate the departmental obligations in compliance with International, Continental and Regional legal instruments and bilateral obligations; Manage parliamentary and cabinet ratification processes on human rights treaties; Provide effective people management.

ENQUIRIES: Ms. M. Kganyago Tel No: (012) 315 1844
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ20-83-CD@justice.gov.za

NOTE: Women and People with disabilities are encouraged to apply.

POST 17/33: DIRECTOR: JUSTICE OPERATIONS & FACILITIES MANAGEMENT REF NO: 2020/47/GP

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: Regional Office: Gauteng

REQUIREMENTS: Bachelor’s Degree In Public Management/Administration, or Property Management, Real Estate, Security Management or equivalent qualification (NQF7); At least 6 years’ experience of which 5 years must be at middle/senior managerial level experience; Knowledge of legislation, prescripts and Frameworks of the Public Service; Experience in Court Management will be an added advantage; Experience in Infrastructure and Property will be an added advantage; A valid driver’s licence. Skills and Competencies: Strategic Capabilities and leadership; Performance management; Property and Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Communication skills; Change Management; Client orientation and customer focus.

DUTIES: Key Performance Areas: Manage justice operations and related services in the regions; Manage infrastructure, facilities and auxiliary services; Monitor risk and manage security service of all courts in the region; Manage ICT related services; Manage, monitor justice stakeholder and customer relations; Manage effective utilization of resources in the Directorate.

ENQUIRIES: Ms RR Moabelo Tel No: (011) 332 9000
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: RMoabelo@Justice.gov.za

NOTE: Women and People with disabilities are encouraged to apply.
## OTHER POSTS

### POST 17/34: DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 2020/46/GP

**SALARY**: R733 257 - R863 748 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE**: Randburg Cluster

**REQUIREMENTS**: An appropriate three-year Bachelor’s Degree or equivalent qualification; Three years’ management experience; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendation; A valid driver’s license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Interpersonal relations; Communication (verbal and written); Accuracy and attention to detail.

**DUTIES**: Key Performance Areas: Co-ordinate and manage financial and human resources of the cluster; strategic and business planning processes as well as the facility, physical resources, information and communication related to courts; Compile and analyse court statistics to show performance and trends; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the cluster; Facilitate strategic projects intended to improve court management.

**ENQUIRIES**: Ms RR Moabelo Tel No: (011) 332 9000

**APPLICATIONS**: Quoting the relevant reference number, direct your application to: RMoabelo@justice.gov.za

### POST 17/35: COURT MANAGER (X6 POSTS)

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

**CENTRE**: Magistrate’s Office: Thaba Nchu Ref No: 20/34/FS
Magistrate Office Botshabelo Ref No: 20/35/FS
Magistrate Office; Ficksburg Ref No: 20/36/FS
Magistrate Office: Odendaalsrus Ref No: 20/37/FS
Magistrate Office: Ladybrand Ref No: 20/38/FS
Magistrate Office: Harrismith Ref No: 20/39/FS

**REQUIREMENTS**: Three (3) year qualification in Administration (NQF level 6) and/or National Diploma Service Management (NQF Level 5 plus the module on Case Flow Management) or equivalent qualification. Three (3) years managerial or supervisory experience. Knowledge of Financial Management Act (PFMA) and the Departmental Financial Instructions (DFI) and Departmental policies and procedures; Understanding of the Department’s accounting systems (JDAS, ICMS, JYP). A valid driver’s license. Knowledge and experience in office and district administration. Skills and Competences: Strong leadership and management capabilities; Strategic capabilities; Good communication (verbal and written).

**DUTIES**: Key Performance Areas: Co-ordinate and manage the Financial and Human Resources of the office. Co-ordinate and manage Risk and Security in the court. Manage strategic and business planning processes. Manage the facility, physical resources, information and communication related to courts. Implement the departmental policies at the courts. Compile an analyse court statistics to show performance trends. Support case flow management at the court. Compile annual performance and statutory reports to the relevant users. Develop and implement customer service improvement strategies. Lead and manage the transformation of the office. Manage the project intended to improve court management. Manage the communication and relations with the internal and external stake holders. Manage service level agreements.

**ENQUIRIES**: Ms. N Dywili Tel No: (051) 407 1800

**APPLICATIONS**: Email Address: FSRecruitment@justice.gov.za OR fax 0864003806/0865070071

### POST 17/36: ASSISTANT DIRECTOR: COURT INTERMEDIARY REF NO: 2020/32/GP

**SALARY**: R376 596 - R443 601 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE : Regional Office, Gauteng

REQUIREMENTS : Three year Bachelor’s Degree/National Diploma. Academic qualification in one of the following fields; teaching, social work/ family counseling, child care and youth development, pediatrics, psychiatry, clinical counseling, educational psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization. Five (5) years’ experience in intermediary services of which three (3) years should be at supervisory level; Experience in working with different types of people with disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children’s Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Be fluent in the predominant language(s) of the jurisdictional area of the court; Skills and Competencies: Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses); Trauma and basic counseling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

DUTIES : Key Performance Areas: -Manage and coordinate intermediary services in the cluster; Manage, consolidate and analyze intermediary service information, statistics and reporting; Facilitate and coordinate training and development of court intermediaries; Monitor maintenance of equipment in courts at testifying rooms and its related resources; Provide effective people management.

ENQUIRIES : Ms P Raadt Tel No: (011) 332 9000

APPLICATIONS : Quoting the relevant reference number, direct your application to: PRaadt@justice.gov.za

NOTE : Shortlisted candidates may be subjected to a language test

POST 17/37 : ASSISTANT DIRECTOR: RECRUITMENT, APPOINTMENT & MOBILITY REF NO: 2020/44/GP

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

REQUIREMENTS : A three (3) year National Diploma/Degree in Human Resource Management or relevant field; Three (3) years’ experience in Human Resources. At least one year supervisory experience; Driver’s licence. Skills and Competencies: Basic project management skills; Computer literacy (MS Office, Intranet and Internet); Basic training skills; Communication skills; (verbal and written); Numerical skills; Interpersonal relations; Problem analysis and solving; Planning and organizing; Knowledge of PERSAL system.

DUTIES : Key Performance Areas: Provide effective and efficient office support services including information and document management; Compile statistics and reporting on Human Resource Administration function; Manage the Recruitment and Selection function; Manage all appointments, probations and grade progressions; Manage staff mobility (transfers); Maintain the approved staff establishment; Manage the utilization of Casual Employees.

ENQUIRIES : Mr SF Ledwaba Tel No: (011) 332 9000

APPLICATION : Quoting the relevant reference number, direct your application to: VShiburi@justice.gov.za

POST 17/38 : ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 2020/33/GP (X2 POSTS)

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

CENTRE : Regional Office Gauteng (Randburg and Kempton Park Cluster)

REQUIREMENTS : Degree or three years National Diploma in Financial Management (e.g. Accounting; Cost Accounting; Auditing; Economics etc) or equivalent qualification; Three years relevant financial and supervisory experience; Knowledge and understanding of the PFMA, Treasury Regulations and relevant Government regulations and
policies; Knowledge and practical experience of the Basic Accounting System, JDAS, JYP (Logis), PERSAL, Supply Chain Management, Budgeting process in Government and Third Party Funds; A valid driver’s license Skills and Competencies: Computer literacy; Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure; People skills; Motivational skills; Training skills.

**DUTIES**

Key Performance Areas: Identify financial problems and risks, report findings to the Court Manager, Area Court Manager and Regional Director: Finance & SCM; Manage and ensure application of the prescribed Financial Procedures; Monitor the implementation of audit recommendations and action plan to ensure compliance; Monitor and support sub offices with budget formulation, allocation, executing and reporting; Monitor and report effective supply chain and asset management in line with Supply Chain Management Processes and prescripts; Monitor and render support with Cluster’s Daily and Monthly reconciliation of Third Party Funds and report shortages; Coach, mentor and train staff on all financial and supply chain management prescripts; Assist and support with the implementation of financial system.

**ENQUIRIES**

Ms P Raadt Tel No: (011) 332 9000

**APPLICATIONS**

Quoting the relevant reference number, direct your application to PRaadtt@justice.gov.za

**POST 17/39**: ADMINISTRATIVE OFFICER REF NO: 20/33/FS

**SALARY**

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

**CENTRE**

Magistrate’s Office: Excelsior, Wesselsbron and Bloemfontein

**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; Manage of performance in the office; Preform of any other duties necessary to ensure smooth office running.

**ENQUIRIES**

Ms NM Dywili Tel No: (051) 407 1800

**APPLICATIONS**

Email Address: FSRecruitment@justice.gov.za OR fax 0864003806/0865070071

**POST 17/40**: SOCIAL WORKER/FAMILY COUNSELLOR; GRADE 1-4 REF NO: 20/30/FS

**SALARY**

R257 592 – R581 178 per annum. (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: Bethlehem

**REQUIREMENT**

Bachelor’s Degree in Social Work or equivalent qualification Registration with the South African Councillor Social Service Professions (SACSSP) as Social Worker;
Knowledge and experience in Mediation; Experience in Forensic Social Work or Court Work will be an added advantage; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Being fluent in Sesotho; Afrikaans will be an added advantage; A valid driver’s license. Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail; Report Writing.

**DUTIES**

**Key Performance Areas:** Conduct mediation and/or inquiries as part of a multidisciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes.

**ENQUIRIES:** Ms N Dywili Tel No: (051) 407 1800

**APPLICATIONS:** Email Address: FSRecruitment@justice.gov.za OR fax 0864003806/0865070071

**POST 17/41:** SENIOR COURT INTERPRETER REF NO: 20/32/FS

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

**CENTRE:** Magistrate Office: Bethlehem

**REQUIREMENTS:** NQF level 4/Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) Driver’s license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure. Language Proficiency: Bethlehem: English, Afrikaans, Sesotho and IsiZulu.

**DUTIES**

**Key Performance Areas:** To interpret in court of Law (Civil and Criminal matters. Entering of criminal cases in the criminal record book / register; To interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial; Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements; Review performance and give feed back to Court Interpreters; Collect, monitor interpreting register, calculate and compile statistics; Make arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department; To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

**ENQUIRIES:** Ms NM Dywili Tel No: (051) 407 1800

**APPLICATIONS:** Email Address: FSRecruitment@justice.gov.za or fax 0864003806/0865070071

**POST 17/42:** SENIOR COURT INTERPRETER REF NO: 20/31/FS

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

**CENTRE:** Magistrate Office: Odendaalsrus

**REQUIREMENTS:** NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) Driver’s license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations,
Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure. Language Proficiency: Odendaalsrus: Sesotho, English, IsiXhosa and Afrikaans.

**DUTIES**

Key Performance Areas: To interpret in court of Law (Civil and Criminal matters. Entering of criminal cases in the criminal record book / register. To interpret in small claims courts. Interpret in pre-trial proceedings and consultations. Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feedback to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics. Making arrangements for foreign languages interpreters in consultation with the Prosecutor. To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

**ENQUIRIES**

Ms NM Dywil Tel No: (051) 407 1800

**APPLICATIONS**

Email Address: FSRRecruitment@justice.gov.za OR fax 0864003806 / 0865070071