

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	07 September 2020
<u>NOTE</u>	:	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.

OTHER POSTS

<u>POST 20/05</u>	:	<u>DEPUTY DIRECTOR LANGUAGE POLICY & INTERPRETING SERVICES</u> <u>REF NO: 20/29/KZN</u> (Re-advertisement)
<u>SALARY</u>	:	R733 257 – R863 748 per annum. (All inclusive remuneration). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Durban
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Administration/Management or relevant and equivalent qualification. 6 year's relevant experience of which three (3) years should be at managerial level; A valid driver's licence. Skills and Competencies: Knowledge of the usage of the Language Policy, Computer literacy; Research and analytical skills; Knowledge of the Constitution of the Republic of South Africa.
<u>DUTIES</u>	:	Key Performance Areas: Manage the implementation of Court Interpreting and language services; Manage the Court Interpreting and language services stakeholder relations; capacitate and develop language and court interpreting services; Manage operational efficiently of language services in the regions; General managements functions.
<u>ENQUIRIES</u>	:	Ms M.P. Khoza Tel No:(031) 372 3000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number and direct your application to: DOJ29-20-kzn@justice.gov.za
<u>POST 20/06</u>	:	<u>DEPUTY DIRECTOR: THIRD PARTY FUNDS, REGULATORY</u> <u>MANAGEMENT, CLIENT SUPPORT & TRAINING REF NO: 20/62/CFO</u>
<u>SALARY</u>	:	R733 257 – R863 748 per annum (All inclusive remuneration). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Degree/National Diploma in Financial Management or equivalent qualification with Accounting as a major subject; 3 years' working

- experience in a financial environment; three year's should be at managerial level in DOJ&CD TPF environment; A valid driver's license. Skills and Competencies: Communication skills; Interpersonal relations; Problem solving and analysis; the ability to in a team and independently; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Manage and facilitate TPF systems control and user access; Manage Third Party Funds regulatory; Manage and facilitate client support and training; Assist with management and facilitation of financial reporting and audits; Provide effective people management.
- ENQUIRIES** : Ms M Qhamakoane Tel No: (012) 357 8591
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: DOJ20-62-CFO@justice.gov.za.
- POST 20/07** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6): REF NO: 20/20/LMP**
- SALARY** : R473 820 - R1 140 828 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Limpopo
- REQUIREMENTS** : An LLB or B. Proc degree; At least 8 years legal experience post qualification; Advanced knowledge of the South African Constitutional Law, Administrative Law, Interpretation of Statutes, Civil Litigation and Intergovernmental Relations Framework; Provision of the Legal Opinions; Management and Liaison with the State Attorney; Admission as attorney or advocate of the High Court will be an added advantage; A valid driver's licence. Skills and Competencies: Computer literacy; Excellent communication (written and verbal); Good interpersonal and intercultural relations; Strategic negotiation with tact; Legal Research and report writing skills; Policy Analysis and Interpretation; Training and presentation; Project – and Financial Management; Conflict management and resolution; Problem solving and analytical; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Effectively manage and oversee the implementation of all legal prescripts; Provision of researched legal opinion, inputs into policy document and advice to the Department; Respond to petitions, representations and complaints from civil society and other Government Department; Prepare litigation reports for submission to relevant forums; Prepare memoranda for the appointments of Commissioners of Oaths, Appraisers and Justice of Peace; Oversee the smooth functioning of specialized courts in the province. i.e. Sexual Offences, Family, Equality and the Municipal Court; Train the community on the Victims Charter and conduct Community Awareness Campaigns on Legislations administered by the Department; Appear before relevant Committees as and when required; Ensure that offences and misconduct cases are properly investigated and prosecuted; Maintenance of discipline and performance management within the Directorate; Collate inputs from various Legal Admin Officers; Liaising, consulting and ensuring that there is feedback from engagements with stakeholders.
- ENQUIRIES** : Mr TP Maakamedi Cell No: (084) 893 2709
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: LMPRecruitment@justice.gov.za
- NOTE** : The successful candidates will be required to form part of the Court Visit Team as per mandate of the Provincial Justice Crime Prevention and Security Cluster, Implement the Victim's Charter, give support services to the Courts regarding quasi-judicial functions and conduct ad hoc training to Maintenance Clerks and Investigators.
- POST 20/08** : **COURT MANAGER (X3 POSTS)**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court; Cofimvaba Ref No: 52/20EC
Magistrate Court; Somerset East Ref No: 54/20EC
Magistrate Mookgophong Ref No: 21/20/LMP
- 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 relevant equivalent qualification; At least 3 year's 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 licence. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
- 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; 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; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.
- ENQUIRIES** : Limpopo: Mr TP Maakamedi Cell No: 084 893 2709
Eastern Cape: P Hattingh Tel No: (043) 702 7000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Limpopo: Quoting the relevant reference number, direct your application to: Email Address: LMPRecruitment@justice.gov.za
ECRecruitment@justice.gov.za
ECRecruitment-52-CM@justice.gov.za
ECRecruitment-54-CM@justice.gov.za or fax to email 0866359104. Separate applications must be made quoting the relevant reference no.
- POST 20/09** : **COURT MANAGER REF NO: 20/30/KZN**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office, Mahlabathini
: A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or relevant equivalent qualification; At least 3 year's 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 and places of sitting within the Sub-District of Ulundi Local Municipality; Oversee Ulundi and Babanango Magistrate Courts; 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; 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; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users
- ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: DOJ30-20-kzn@justice.gov.za
- POST 20/10** : **COURT MANAGER REF NO: 20/31/KZN**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office, Paulpietersburg
: A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or relevant equivalent qualification; At least 3 year's 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 and places of sitting within the Sub-District of Dume Local Municipality; Oversee Louwsburg Magistrate Court; Co-ordinate and manage the financial, human resources, risk and security in the court; Manage 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; 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; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: DOJ31-20-kzn@justice.gov.za
- POST 20/11** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER (X2 POSTS)**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Nqutu – Port Shepstone Cluster Ref No: 20/32/KZN
Umzinyathi Cluster Ref No: 20/33/KZN
- REQUIREMENTS** : A Bachelor's Degree/National Diploma in Finance /Accounting or equivalent; At least three years' experience in a financial environment; Knowledge and understanding of the PFMA, Treasury Regulations and relevant government regulations and policies; A valid driver's license. Recommendations: Knowledge and practical experience of BAS, Supply Chain Management and budgeting process within government. 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 and overtime, if required; A thorough understanding and knowledge of the Department's branches will be an added advantage; Facilitation, people, motivational and driving skills; Finance Management.
- DUTIES** : Key Performance Areas: Identify financial problems and risks by compliance assessments and report findings to the Court Manager, Area Court Manager and the Regional Finance Manager; Define and introduce financial control, procedures and methods towards sustaining a NAQ status; Identify training needs and ensure that capacity building is in line with identified needs; Facilitation of financial capacity building interventions; Monitor and render support with cluster's monthly reconciliation of third party funds; Monitoring of audit recommendations and action plan to ensure compliance; Monitor and report on effective supply chain and asset management processes within the cluster.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: DOJ32-20-kzn@justice.gov.za and DOJ33-20-kzn@justice.gov.za
- POST 20/12** : **ASSISTANT DIRECTOR: HUMAN RESOURCE (EMPLOYEE HEALTH AND EMPLOYMENT EQUITY) REF NO: 59/20EC**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, East London
- REQUIREMENTS** : Three-year Bachelor's degree /National Diploma in Human Resources Management/ Social Science with Psychology and Sociology as major subjects (NQF level 6); Three years' practical experience in Human Resources or Employee Health & Wellness environment; One year supervisory/management experience; A valid driver's license. Certificate in EAP will be an added advantage. Skills and Competencies: Computer literacy (MS Word, Excel); Planning and organizing skills; Interpersonal relations and communication skills (verbal and written); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Ability to analyze and solve problems; Quality and staff management skills; Committed, flexible and reliable; Ability to work under pressure and meet deadlines.

- DUTIES** : Key Performance Areas: Provide guidance to managers and employees in all Employee Health and Wellness activities; Maintaining effective, efficient reporting mechanisms to inform decision making; Develop, management, implementation and monitoring of the EE strategy, plan and report for the Region; Facilitate the implementation of Employee, Health and Wellness Strategy and policies; Coordinate and implement workplace health promotion programmes; Manage and implement HIV, STI and TB programmes within the Department; Market and promote the Employee Health and Wellness programme in the department; Manage relations with internal and external health and wellness stakeholders; Provide support and guidance to staff regarding policies, requirements and general administration.
- ENQUIRIES APPLICATIONS** : P Hattingh Tel No: (043) 702 7000
: Quoting the relevant reference number, direct your application to: ECRecruitment@justice.gov.za; ECRecruitment-59-ASD@justice.gov.za; or fax to email 0866359104.
- POST 20/13** : **ASSISTANT DIRECTOR: COURT ADMINISTRATION REF NO: 60/20EC**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, East London
: Three year's Bachelor's degree/National Diploma in Administration or equivalent qualification (NQF level 6); Three years' experience in Office Administration; Three years' supervisory/management experience; A valid driver's license. Skills and Competencies: Computer literacy (MS Word, Excel, BAS and Persal); Planning and organizing skills; Interpersonal relations and communication skills (verbal and written); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Ability to analyze and solve problems; Quality and staff management skills; Committed, flexible and reliable; Ability to work under pressure and meet deadlines.
- DUTIES** : Key Performance Areas: Provision, monitoring and maintenance of fleet motor transport services within the Regional Office and sub offices; Ensure compliance to prescripts in assisting procurement with regard to the payment of service providers e.g. Cell phone routers, cell phone accounts, 3G Cards, Photocopy Deliver an efficient and effective registry service within the Regional Office; Provision of telecommunications and photocopy services within the Regional Office, directorates and all other offices in the Region machines and franking machines; Supervision and management of staff; Provision of management support in respect of special projects; Secretariat services to various Court Operations Forums; Compilation of Statistics for submission to National Office; Provide support and guidance to staff regarding policies, requirements and general administration.
- ENQUIRIES APPLICATIONS** : P Hattingh Tel No: (043) 702 7000
: Quoting the relevant reference number, direct your application to: ECRecruitment@justice.gov.za; ECRecruitment-60-ASD@justice.gov.za or fax to email 0866359104.
- POST 20/14** : **STATE ACCOUNTANT: THIRD PARTY FUNDS (ACCOUNTING) REF NO: 20/56/CFO**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: 3 years Degree/National Diploma/NQF Level 6 in Finance or equivalent, with accounting as a major subject; One year relevant experience in Financial Accounting/Management environment; Sound knowledge of Financial Management and PFMA, Treasury regulations; Knowledge of Justice Administered Fund Act, Regulations, Financial Instructions and Directives; Knowledge of other departmental directives, such as Departmental Financial Instructions (DFI), Standard Operating Procedures (SOPS), etc; Knowledge of Departmental TPF systems; A valid driver's license. Skills and Competencies: Computer literacy (MS Office, MS Windows, MS PowerPoint and Excel); Communication skills (Written and Verbal); Planning and organizing skills; Accuracy and attention to details; Project management skills; Problem solving skills; Ability to supervise staff; Ability to interpret and apply policies.

DUTIES : Key Performance Areas: Supervise Third Party Funds Mojapay ledger accounts (in access of 300 different accounts); Provide reports on financial statements; Ensure company 1000 (Justice administrated fund) payment runs & clarification items; Facilitate audit queries and maintenance of Persal; Provide effective people management.

ENQUIRIES : Ms M. Qhamakoane Tel No: (012) 357-8591

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ20-56-CFO@justice.gov.za

POST 20/15 : **STATE ACCOUNTANT: THIRD PARTY FUNDS (BANKING) REF NO: 20/55/CFO**

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

CENTRE : National Office: Pretoria

REQUIREMENTS : 3 years Degree/National Diploma/NQF Level 6 in Finance or equivalent, with accounting as a major subject; One year relevant experience in Financial Accounting/Management environment; Sound knowledge of Financial Management and PFMA, Treasury regulations; Knowledge of Justice Administered Fund Act, Regulations, Financial Instructions and Directives; Knowledge of other departmental directives, such as Departmental Financial Instructions (DFI), Standard Operating Procedures (SOPS), etc; Knowledge of Departmental TPF systems; A valid driver's license. Skills and Competencies: Computer literacy (MS Office, MS Windows, MS PowerPoint and Excel); Communication skills Written and Verbal); Planning and organizing skills; Accuracy and attention to details; Project management skills; Problem solving skills; Loyal, honest ability to work under pressure.

DUTIES : Key Performance Areas: Supervise Third Party Funds bank accounts (576); Update maintenance schedule; Verify company 2000 (fines) payment runs & clarification items; provide effective people management.

ENQUIRIES : Ms M. Qhamakoane Tel No: (012) 357-8591

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ20-55-CFO@justice.gov.za

POST 20/16 : **MAINTENANCE OFFICERS (X5 POSTS)**

SALARY : R198 411 – R480 921 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Court, Queenstown Ref No: 49/20EC (Will also be responsible to work at other offices in the cluster e.g. Whittlesea, Steynsburg; Tarkastad and others in cluster as required)
Magistrate Court, Zwelitsha Ref No: 51/20EC (Will also be responsible to work at other offices in the cluster e.g. Alice, Peddie and others in cluster as required)
Magistrate Court, Cradock Ref No: 50/20EC (Will also be responsible to work at other offices in the cluster e.g. Middelburg, Somerset East, Adelaide and others in cluster as required)
Magistrate Court Durban Ref No: 20/34/KZN
Magistrate Court Howich Ref No: 20/35/KZN

REQUIREMENTS : LLB Degree or a four year's recognized legal qualification; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Extensive knowledge of the maintenance system; and family law matters.

DUTIES : Key Performance Areas: Perform the powers, 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; Compile statistics; Any other administrative functions as required from time to time.

ENQUIRIES : Kwazulu-Natal: Ms V.T. Mlandeliso Tel No: (031) 372 3000
Eastern Cape: Ms. L de Kock Tel No: (043) 702 7000

APPLICATIONS : **KwaZulu-Natal:** Quoting the relevant reference number and direct your application to: DOJ34-20-kzn@justice.gov.za and DOJ35-20-kzn@justice.gov.za

Eastern Cape: Quoting the relevant reference number, direct your application to: ECRecruitment@justice.gov.za
ECRecruitment-51-MO@justice.gov.za
ECRecruitment-49-MO@justice.gov.za
ECRecruitment-50-MO@justice.gov.za or fax to email 0866359104