

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 05 October 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](http://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

**POST 22/41** : **FAMILY ADVOCATE; LP7 REF NO: 2020/48/GP**  
(Re-Advert: Candidates who previously applied, are encouraged to re-apply)

**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  
: An LLB Degree or recognized 4 year legal qualification; 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 enquires 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 APPLICATIONS** : Ms R Moabelo Tel No: (011) 332 9000  
: Quoting the relevant reference number, direct your application to: Email Address: [GPRrecruitment2@justice.gov.za](mailto:GPRrecruitment2@justice.gov.za)

**POST 22/42** : **COURT MANAGER REF NO: 20/VA28/NW**

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

**CENTRE REQUIREMENTS** : Vryburg Magistrate Court  
: 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 years 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, 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. L Shoai Tel No: (018) 397 7054  
: Quoting the relevant reference number, direct your application to: Email Address: [RecruitmentNW-CM@justice.gov.za](mailto:RecruitmentNW-CM@justice.gov.za)
- POST 22/43** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 20/VA29/NW**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office: North West  
: An appropriate three (3) years National Diploma/Bachelor's Degree (NQF 6) or equivalent qualification in Labour Relations/Human Resource Management specializing in Labour Relations/Employment Relations; Minimum of three years' relevant experience in Labour Relations; At least one year relevant supervisory experience; In depth knowledge and understanding of all relevant Human Resources Legislations and policies; valid driver's license. Skills and Competencies: Problem solving skills; Planning, organizing and time management; Excellent verbal and written communications skills including negotiation and diplomacy; Policy analysis and development; Research analysis; Ability to operate Microsoft office programmes effectively; Ability to work under pressure and people management.
- DUTIES** : Key Performance Areas: Provide advice to line managers regarding grievances, disputes and misconduct; Represent the employer at conciliation and arbitration; Conduct training (formal and informal); Give support and render advice regarding policies, requirements and prescripts to all stakeholders; Compile statistics and reports on Labour Relations matters; Monitor Labour Relations matters are attended to by appointed officials within stipulated time frame; Provide logistical and administrative support to State Attorney.
- ENQUIRIES APPLICATIONS** : Ms. L Shoai Tel No: (018) 397 7054  
: Quoting the relevant reference number, direct your application to: [RecruitmentNW-ASD@justice.gov.za](mailto:RecruitmentNW-ASD@justice.gov.za)
- POST 22/44** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 2020/87/GP (X2 POSTS)**  
(Re-Advertisements: Applicants who previously applied are encouraged to re-apply)
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office Gauteng (Randburg and Kempton Park Cluster)  
: 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** : Ms RR Moabelo Tel No: (011) 332 9000  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: [BuMbanga@justice.gov.za](mailto:BuMbanga@justice.gov.za) or [FoMathebula@justice.gov.za](mailto:FoMathebula@justice.gov.za)

**POST 22/45** : **COURT INTERMEDIARY REF NO: 20/52/FS**

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

**CENTRE** : Magistrate's Offices: Thaba-Nchu

**REQUIREMENTS** : The persons or category of persons who may be appointed as Intermediaries and the requirements for such persons or category of persons in terms of Government Notice R1374 in Government Gazette 15024 of 30 July 1993 as amended by GN R360 in GG 17882 of 28 February 1997, GN R597 in GG 22435 of 2 July 2001 and as amended by GN R663 in GG 10737 of 14 July 2017 are the following: Medical Practitioners who specialty of pediatrics or Psychiatry who are registered in terms of section 17 of the Health Professions Act, 1974 (Act 56 of 1974), or, Clinical counselling or Educational Psychologist who are registered in terms of section 17 of the Health Professionals Act 1974 (Act nr 56 of 1974); Family Counsellors who are appointed under section 3(1) of the Mediation in Certain Divorce Matters Act, 1987, and who are or were Clinical, Counselling or Educational Psychologist who registered in terms of section 17 of the Health Professional Act, 1974 (Act Nr. 56 of 1974; or Social Workers who are registered in terms of section 17 of the Social Service Act, 1978 (Act Nr. 110 of 1978) who at least have two years' experience in social work; Educators as defined in section 1 of the South African School Act, 1996 (Act no 84 of 1996) who (a) have obtained a minimum post Matriculation teacher's education qualification of three years at a recognized tertiary education institution and (b) have at least three years' experience in teaching, and are registered in terms of section 21 of the South African council for Educators Act 2000 (Act no 31 of 2000) and include former teachers, who comply with paragraph (a) and (b); Child and Youth care workers who have obtained a minimum post Matriculation education qualification of three years at a recognized tertiary education institution in child and youth care and have at least three years' experience in child and youth care; Knowledge of legislation and regulations pertaining to public service and administration; Knowledge of legal term and terminology, and understanding Human Rights; Knowledge of Children's and mentally disabled communication patterns and styles. Languages proficiencies: Applicants must please indicate their language proficiency level in English, Afrikaans, Sesotho, IsiXhosa, Setswana and any other indigenous language. (Complete section D of Z83) language proficiency testing will be conducted during the interviews. A valid driver's license and willing to travel extensively within the province and beyond. Skills and Competencies: Communication and empathetic skills (with children, persons with disabilities and other traumatized witnesses); Trauma and basic counseling skills; Interpersonal relations skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

**DUTIES** : Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Assist children to testify with the aid of anatomically-detailed dolls; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Compile and submit registers, statistics and reports; Render administration support service in court.

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

- APPLICATIONS** : In order to comply with the COVID 19 lockdown restrictions and to limit the movement of persons, all applications must be submitted on line: [DOJ20-52-FS@justice.gov.za](mailto:DOJ20-52-FS@justice.gov.za) OR fax 0864003806 / 0865070071
- POST 22/46** : **ADMINISTRATIVE OFFICER REF NO: 20/53/FS**
- SALARY** : R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office: Makwane  
: 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 APPLICATIONS** : Ms NM Dywili Tel No: (051) 407 1800  
: In order to comply with the COVID 19 lockdown restrictions and to limit the movement of persons, all applications must be submitted on line: [DOJ20-53-FS@justice.gov.za](mailto:DOJ20-53-FS@justice.gov.za) OR fax to: 0864003806 / 0865070071
- POST 22/47** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-4 REF NO: 2020/49/GP (X2 POSTS)**  
Re- Advertisement: Candidates who previously applied are encouraged to re-apply
- SALARY** : R257 592 – R581 178 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Pretoria  
: Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; A minimum of three (3) years appropriate experience; Knowledge and experience in Mediation; Court Experience in rendering expert Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers' licence; Language proficiency in English and Afrikaans will be an added advantage. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary 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 APPLICATIONS** : Ms. P Raadt Tel No: (011) 332 9000  
 : Quoting the relevant reference number, direct your application to: Email  
 Address: [GPRrecruitment1@justice.gov.za](mailto:GPRrecruitment1@justice.gov.za)

**POST 22/48** : **CHIEF ADMINISTRATION CLERK REF NO: 20/51/FS**

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

**CENTRE REQUIREMENTS** : Magistrate's Office, Sasolburg  
 : Grade 12 certificate or Equivalent Qualification with 3-5 years relevant experience. A valid driver's license; Court experience will serve as an advantage. Skill and Competencies: Computer literacy (MS Office, MS Excel & PowerPoint); Good Communication (Verbal and written); Good interpersonal relations and problem-solving skills. Ability to work under pressure and work independently. Knowledge of PFMA, DFI, BAS and JYP.

**DUTIES** : Key Performance Areas: Render general clerical support services. Provide Supply Chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the Court/Cluster. Supervise and provide financial administration support services in the Court/Cluster.

**ENQUIRIES APPLICATIONS** : Ms. N Dywili Tel No: (051) 407 1800  
 : In order to comply with the COVID 19 lockdown restrictions and to limit the movement of persons, all applications must be submitted on line: [DOJ20-51-FS@justice.gov.za](mailto:DOJ20-51-FS@justice.gov.za) OR fax 0864003806 / 0865070071