

## DEPARTMENT OF JUSTICE &amp; 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.*

<b><u>CLOSING DATE</u></b>	:	14 December 2020
<b><u>NOTE</u></b>	:	Interested applicants must submit their applications for employment to the email address specified to each post. The email <u>must include only</u> completed and signed Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , 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. 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

<b><u>POST 27/36</u></b>	:	<b><u>CHIEF DIRECTOR: EXECUTIVE SUPPORT AND INTERGOVERNMENTAL RELATIONS (HEAD OF OFFICE OF THE DIRECTOR-GENERAL) REF NO: 20/111/DG</u></b>
<b><u>SALARY</u></b>	:	R1 251 183 – R1 495 956 per annum. (All inclusive remuneration). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF Level 7) Bachelor's Degree, LLB and /or Legal, Social and Political Science, Public Management and Administration or equivalent qualification; At least 5 years' experience in the Public Sector; of which 5 years must be at Senior Management level; Extensive knowledge and understanding of the Public Service Act, Treasury Regulations and Labour Relations Act; A valid driver's licence. Skills and Competencies: Applied Strategic Leadership capability; Programme and project management; Financial management and budgeting; Networking and Change management; Knowledge management; Service Delivery innovation (SDI); Problem Solving and decision-making; People Management and empowerment; Client orientation and customer focus; Communication skills; Planning and Organizing; Diversity management; Team leadership; Managing interpersonal conflict and resolving problems.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage administrative support services in the Office of the Director-General (ODG); Manage and coordinate the provision of EXCO decision/secretariat support services; Provide international cooperation and developmental partnership services; Provide cluster coordination, entity oversight and interface services; Provide effective people management;
<b><u>ENQUIRIES</u></b>	:	Mr. O Melato Tel No: (012) 315 1351
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Email Address: <a href="mailto:DOJ20-111-DG@Justice.gov.za">DOJ20-111-DG@Justice.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.

## OTHER POSTS

**POST 27/37** : **SENIOR FAMILY ADVOCATE: LP9 (RE-ADVERTISEMENT: APPLICANTS WHO PREVIOUSLY APPLIED NEED NOT RE-APPLY) REF NO: 20/VA43/NW**

**SALARY** : R983 019 – R1 536 567 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Office of the Family Advocate: Mahikeng  
: An LLB Degree or recognised 4 year legal qualification; At least 8 years appropriate post qualification litigation experience; Admission as an Advocate; Knowledge of Standard Operating Procedure (SOP); Proven track record of previous managerial experience in a legal environment will be an added advantage; A valid driver's licence. Skills and Competencies: Communication skills (verbal and written); Litigation techniques (both High Court and Lower Court); Research, investigation, monitoring, evaluation and report writing skills with attention to details; Diversity management; Dispute and conflict resolution skills; Operational management and people management; Performance information monitoring and analysis; Financial Management.

**DUTIES** : Key Performance Areas: Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Continuous improvement in the organizational performance of the office and its satellites; Manage performance information and complex enquiries; Conduct training and development, performance management, mentoring and coaching of all occupational classes in the office; Perform all functions of the implementation of Risk Management Plan; Ensure audit compliance.

**ENQUIRIES APPLICATIONS** : Ms L. Shoai Tel No: (018) 397 7000  
: Quoting the relevant reference number, direct your application to: RecruitmentNW-SFA.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng

**NOTE** : People with disabilities are encouraged to apply.

**POST 27/38** : **DEPUTY DIRECTOR: STATISTICAL ANALYSIS AND REPORTING REF NO: 20/114/DG**

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

**CENTRE REQUIREMENTS** : National Office, Pretoria  
: A Degree/National Diploma in Statistics, Mathematics or equivalent qualification at (NQF level 6); 3-5 years' Statistical Analysis and Management experience; Knowledge of Data extraction, data management, data manipulation and data preparation, etc; NQF level 7 will be an added advantage. Skills and Competencies: Computer literacy (Ms Office, SAS, SPSS, Python and R advantageous); Good communication skills(verbal and written); Organizational skills; Numerical skills; Problem solving and analysis skills; Policy development; People diversity management; Accuracy and attention to detail; Research and analytical skills; Creative thinking; Presentation and facilitation skills; Accountability and ethical conduct.

**DUTIES** : Key Performance Areas: Develop tools and products for the continuous monitoring and evaluation of strategy and departmental performance; Establish channels for the collection of data; Render an advisory service to the Ministry, Management, Magistrate Commission and the NPA; Manage data analysis, interpretation and reporting process; Develop sampling, basic sampling statistical methods, estimation and interpretation of results; Provide effective people management.

**ENQUIRIES APPLICATIONS** : Ms D Modibane Tel No: (012) 315 1668  
: Quoting the relevant reference number, direct your application to: Email Address: [DOJ20-114-DG@Justice.gov.za](mailto:DOJ20-114-DG@Justice.gov.za)

**POST 27/39** : **DEPUTY DIRECTOR: AREA COURT MANAGER (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** : Molopo Cluster Ref No: 20/VA44/NW  
: Rustenburg Cluster Ref No: 20/VA45/NW

- 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. The following will serve as an added advantage: Experience in the court environment; Post graduate qualification in Public Administration/Human Resources Management. 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. L Shoai Tel No: (018) 397 7054
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: [RecruitmentNW-DDACM@justice.gov.za](mailto:RecruitmentNW-DDACM@justice.gov.za) or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 27/40** : **OFFICE MANAGER OFFICE OF THE REGIONAL HEAD OFFICE REF NO: 2020/88/GP**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office: Gauteng
- REQUIREMENTS** : A three years Bachelor's Degree/Post graduate or equivalent qualification; A minimum of 3 years' experience in management; Knowledge of departmental strategic goals; Knowledge of the Public Service and the working of Government; A valid driver's license. Skills and Competencies: Research and negotiation skills; Strategic thinking and leadership skills; Project Management skills; Communication (oral and written) skills; Computer literacy (Ms Office, Intranet and Internet); Presentation skills; Problem solving and decision making; Customer service orientation; Ability to work independently, yet as part of a team when required and work under pressure and meet deadlines; Professionalism; Understanding confidentiality in Government; Policy analysis and implementation; Financial management; Report writing;
- DUTIES** : Key Performance Areas: Provide support the Regional Head (RH) in decision making and planning; attend to correspondences in the Regional Head's office; Monitor and track business objectives; oversee the office's activities and resources of the Regional Head; provide effective people management.
- ENQUIRIES** : Mrs 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) and [Tsmaphoto@justice.gov.za](mailto:Tsmaphoto@justice.gov.za)
- POST 27/41** : **INTERNAL AUDITOR: GENERAL ASSURANCE REF NO: 20/66/IA**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An appropriate 3 year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 1 year experience in Internal Auditing (includes internship/learnership); Knowledge of the Public Finance Management Act; In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA). A driver's license will serve as an advantage. Skills and Competencies: Communication (written and verbal); Financial Management; Computer literacy; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.
- DUTIES** : Key Performance Areas: Conduct audit assignments in accordance with the audit methodology; Provide input in conducting risk assessments; Assist in planning audit assignments; Gather background information and preliminary information on allocated audit areas; Gather sufficient appropriate audit evidence to reach valid conclusion; Compile audit findings and prepare

exception report as well as possible areas of improvement/recommendations;  
 Perform administrative functions of Internal Audit activity.

**ENQUIRIES** : Mr S.J Kgafela Tel No: (012) 315 1042  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email  
 Address: [DOJ20-66-IA@justice.gov.za](mailto:DOJ20-66-IA@justice.gov.za)

**NOTE** : People with disabilities are encouraged to apply

**POST 27/42** : **ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 20/113/SA**

**SALARY** : R301 452 – R847 047 per annum (Salary will be in accordance with OSD  
 determination). The successful candidate will be required to sign a  
 performance agreement.

**CENTRE** : State Attorney: Kimberley  
**REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At  
 least 2 years appropriate post qualification legal/litigation experience; Right of  
 appearance in the High Court of South Africa; Conveyancing experience will  
 be an added advantage; A valid driver's licence. Skills and Competencies:  
 Legal research and drafting; Dispute resolution; Case flow management;  
 Computer literacy; Strategic and conceptual orientation; Communication skills  
 (written and verbal); Creative and analytical skills; Supervisory and mentoring  
 skills; Problem solving and conflict management.

**DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts,  
 Magistrate's Court, Labour Court, Land Claims Court and CCMA; Draft and/ or  
 settle all types of agreements on behalf of the various clients; Render legal  
 opinion and advice; Handle all forms of arbitration, including inter-departmental  
 arbitrations and debt collection.

**ENQUIRIES** : Mr E. Seerane Tel No: (012) 315 1780  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email  
 Address: [DOJ20-113-SA@justice.gov.za](mailto:DOJ20-113-SA@justice.gov.za)

**NOTE** : People with disabilities are encouraged to apply. A current certificate of good  
 standing from the relevant law Society must accompany the application.