

DEPARTMENT OF JUSTICE AND 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 : 04 January 2021

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 and be as a PDF document. 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.

OTHER POSTS

POST 28/22 : **INTERNAL AUDITOR REF NO: 20/116/IA**

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

CENTRE : Office Of The Internal Audit: Kwazulu- Natal: Durban

REQUIREMENTS : An appropriate 3 year Degree/ 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; Knowledge of the standards set by the institute of Internal Auditors (IIA). Skills and Competencies: Communication skills (verbal and written); Financial management; Computer skills; 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: Compile the audit project plan where risks are identified; Compile reports on audit findings and make recommendations thereof; Prepare audit programmes together with the Senior Auditor; Conduct audit assignments in accordance with the audit methodology; Test compliance with regulations, policies and procedures; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activities.

ENQUIRIES : Mr SJ. Kgafela Tel No: (012) 315 1042

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ20-116-IA@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

- POST 28/23** : **CHIEF ACCOUNTING CLERK: THIRD PARTY FUNDS: ACCOUNTING REF NO: 20/119/CFO**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: A grade 12 certificate or equivalent; 3-5 years' experience in financial management environment; Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations; Knowledge of other Third Party Funds (TPF) governance documents, System Application Programmes (SAP), Financial Information (FI) & Public Sector Collection & Disbursement (PSCD) experience; Experience in the compilation of or inputs for/to financial statements, will be an added advantage; Knowledge of the Justice Administrated Fund (JAF) Act and experience in TPF management at the DOJ&CD will be added advantage; A valid driver's license; Must be available to travel locally and nationally. Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and Outlook); Communication (written and verbal) skills; Reliable, responsible, accountable and believe in transparency; Ability to work under pressure and meet deadlines; Ability to extract financial reports from SAP (MojaPay).
- DUTIES** : Key Performance Areas: Perform oversight of Financial Accounting transactions and corrections (open items); Manage General Ledger Accounts (FI & PSCD) and corrections (open items); Manage payment runs and clarification account for the Justice Administrated Fund; Manage and perform oversight over bookkeeping support services; Assist with Internal & External Audit facilitation; Manage Accounting Clerks on a daily basis; Compile reports to supervisor and middle management on daily, weekly and monthly basis; Assist with the compilation of monthly, quarterly, bi-annual and annual Financial Statements; Assist with the compilation of Report of the Accounting Officer for the TPF Annual Report; Provide guidance and training to regional Third Party Funds units; Manage and oversee PERSAL maintenance deductions; Ability to communicate at middle management level regarding TPF Accounting; Manage other *ad-hoc* accounting functions.
- ENQUIRIES APPLICATIONS** : Mr JH. Maluleke Tel No: (012) 315 1090
: Quoting the relevant reference number, direct your application to: Email Address: DOJ20-119-CFO@justice.gov.za
- NOTE** : (1) It may be expected that candidates write a test in addition to an interview (2) People with disabilities are encouraged to apply.
- POST 28/24** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1 REF NO: 2020/90/GP**
- SALARY** : R257 592 – R289 614 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: Johannesburg
: Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; 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' license. 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; Report on the performance to the Head of Office.
- 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 and TsMaphoto@justice.gov.za

NOTE

: Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.