DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE: 01 March 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 new 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 in a PDF format and 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 05/32

DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: 21/18/CFO

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

CENTRE: National Office, Pretoria

REQUIREMENTS: A Degree/National Diploma in Supply Chain Management, Financial Management or Business Management or equivalent qualification at (NQF level 6); 3 years’ experience in Contract Management and Supplier performance environment of which 3 years’ should be at supervisory level; Knowledge of Supply Chain Management (SCM) regulatory framework, the Public Finance Management Act (PFMA) and relevant National Treasury Regulations, A valid driver’s license. Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS Office); Analytical skills; Problem solving skills; Planning and Organizing skills; Interpersonal relationship skills.

DUTIES: Key Performance Areas: Provide supplier performance management services; Manage and administer litigation and contract management; Manage contract management risk; Develop SCM performance management plan and report thereof (efficiency analysis, improvement, standard process and templates); Develop and implement SCM document management framework (e-filing structure, security, classification, repository, collaboration and automation); Develop procedures for the implementation of National Treasury SCM reforms on SCM related case law; Provide effective people management.

ENQUIRIES: Mr J. Maluleke Tel No: (012) 315 1090

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-18-CFO@justice.gov.za
**POST 05/33**  
**ADMINISTRATIVE OFFICER (X2 POSTS)**  
**SALARY**: R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.  
**CENTRE**:  
- Magistrate's Office: Welkom Ref No: 21/24/FS  
- Magistrate's Office Bloemfontein Ref No: 21/25/FS  
**REQUIREMENTS**: A three (3) year Degree/National Diploma in Office Administration or equivalent qualification (NQF Level 6) and 3 years' experience in office administration; Skills and Competencies: Planning, organising, controlling; Interpersonal relations; Problem solving and analysis; Listening skills; Team work; Communications skills; Computer skills; Customer focus and responsiveness.  
**DUTIES**: Key Performance Areas: Manage finances of the Office (Third Party Funds and Vote Account); Perform related duties in the criminal and civil court administration sections; Check diverse documents and work performance of co-workers for completion and correctness; Assist in managing 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 justice; Implement departmental policies; Assist in Cluster statistics to show performance and trends; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice; Provide effective people management.  
**ENQUIRIES**: Ms NM Dywili Tel No: (051) 407 1800  
**APPLICATIONS**: Quoting the relevant reference number, direct your application to: Email Address; DOJ21-24-FS@justice.gov.za or fax 0864003806/0865070071  
Quoting the relevant reference number, direct your application to: Email Address; DOJ21-25-FS@justice.gov.za or fax 0864003806/0865070071

**POST 05/34**  
**SENIOR COURT INTERPRETER (X3 POSTS)**  
**SALARY**: R257 504 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.  
**CENTRE**:  
- Magistrate’s Office, Thaba Nchu Ref No: 21/15/FS  
- Magistrate’s Office, Welkom Ref No: 21/13/FS  
- Magistrate’s Office, Sasolburg Ref No: 21/14/FS  
**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: Thaba-Nchu: Sesotho, Setswana, English and Afrikaans; Language Proficiency: Welkom: IsiXhosa, English and Afrikaans and Language Proficiency: Sasolburg: 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. 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 Dywili Tel No: (051) 407 1800  
**APPLICATIONS**: Quoting the relevant reference number, direct your application to: Email Address; DOJ21-15-FS@justice.gov.za or fax 0864003806/0865070071  
Quoting the relevant reference number, direct your application to: Email Address; DOJ21-13-FS@justice.gov.za or fax 0864003806/0865070071  
Quoting the relevant reference number, direct your application to: Email Address; DOJ21-14-FS@justice.gov.za or fax 0864003806/0865070071
POST 05/35: STATE ACCOUNTANT REF NO: 21/17/CFO
Division: Budget Operations
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 in Finance or equivalent qualification; At least 1 year experience in the financial environment within the public service; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting Systems (BAS) 34 and PERSAL; Knowledge of legislation and prescripts within the public services; A valid driver’s license. Skills and Competencies: Computer literacy (Ms Word, Excel and PowerPoint); Good communication skills (Written and Verbal); Good interpersonal skills; Accuracy and attention to detail; Ability to work in a team and independently.
DUTIES: Key Performance Areas: Monitor the implementation of corrective measures on a monthly basis to improve final expenditure; Maintain credible expenditure and financial information in the Department’s financial system; Assist in compiling inputs for the Medium-Term Expenditure Framework (MTEF); Estimates of National Expenditure (ENE); Adjustment Estimates and cash flow for branches; Compile monthly expenditure report for reporting to relevant stakeholders; Monitor and analyses expenditure trends against the budget and cash flow projections for the relevant in the Department.
ENQUIRIES: Ms Molebogeng Qhamakoane Tel No: (012) 357 8591
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-17-CFO@justice.gov.za
NOTE: People with disabilities are encouraged to apply

POST 05/36: STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 21/16/CFO (X5 POSTS)
SALARY: R257 508 – R303 339 per annum. The successful candidates will be required to sign a performance agreement.
CENTRE: National Office: Pretoria
REQUIREMENTS: An appropriate 3 years Degree/ National Diploma in Financial Accounting/ Financial Management or equivalent qualification NQF6; A minimum of 2 years relevant experience in Internal Control/ Financial Accounting/ Auditing / Supply Chain Management; Knowledge of Financial Provisioning and/ or administration procedures and processes; Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations and other legislative prescripts. Skills and Competencies: Computer literacy (Ms Word, Excel, BAS, SCM and Persal Systems); Planning and organizing skills; Interpersonal relations; Communication skills (verbal and written); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Ability to analyze and solve problems; Report writing skills.
DUTIES: Key Performance Areas: Assess and conduct determination of possible irregular, unauthorized, fruitless and wasteful expenditure; Ensure appropriate progressive disciplinary action is implemented on all irregular expenditure incurred; Keep statistics of work performed for reporting purposes; Detect internal control weaknesses, investigate weakness in identified areas, report findings and make recommendations; Provide effective people management.
ENQUIRIES: Mr. J. Maluleke Tel No: (012) 315 1090
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address; DOJ21-16-CFO@justice.gov.za
NOTE: People with disabilities are encouraged to apply

POST 05/37: MAINTENANCE INVESTIGATOR (X2 POSTS)
SALARY: R257 508 - R303 339 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Magistrate’s Office, Thaba-Nchu Ref No: 21/20 /FS
Magistrate’s Office Harrismith Ref No: 21/19/FS
REQUIREMENTS: Grade 12 certificate or equivalent qualification. Experience in Family Law matters. Knowledge of the Maintenance Act (Act 990 of 1998) and Investigative experience. A valid drivers’ license. Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written). Numeric skills. Ability to: Work with the public in a professional and empathetic manner; Develop a through understanding of all services procedures. Involved in the
area of Maintenance and other areas of Family Law. Explain legal terminology and processes in simple languages. Manage time effectively and develop good facilitation skills. Think innovatively and work in pressured environment. Assist the court in the conducting of Maintenance enquiries.

**DUTIES**

Key Performance Areas: Trace persons liable to pay maintenance and Maintenance defaulters. Gather and secure information related to maintenance enquiries and defaulters. Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors. Work with the public in a professional and empathetic manner. Render administrative support to the office. Outdoor function requiring physical tracing capabilities. Serve documents on complaints/ Respondent/Banks/ Employees/ect. Draft investigation reports.

**ENQUIRIES**

Ms. NM Dywili Tel No: (051) 407 1800

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Email Address: DOJ21-20-FS@justice.gov.za OR fax 0864003806 / 086507007

Quoting the relevant reference number, direct your application to: Email Address: DOJ21-19-FS@justice.gov.za OR fax 0864003806 / 086507007

**POST 05/38**

**FAMILY LAW ASSISTANT REF NO: 21/22/FS**

**SALARY**

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

**CENTRE**

Office of the Family Advocate: Welkom

**REQUIREMENTS**

Three (3) year Bachelor’s degree /National Diploma in legal field or equivalent legal qualification; Three (3) years administration experience; Knowledge in the functions of the Office of the Family Advocate; A valid driver’s licence. Skills and Competencies: Excellent communication skills (verbal and written); Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Conduct legal research; Good interpersonal relations.

**ENQUIRIES**

Ms NM Dywili Tel No: (051) 407 1800

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Email Address: DOJ21-22-FS@justice.gov.za or fax 0864003806 / 086507007

**POST 05/39**

**PROVISIONING ADMINISTRATIVE OFFICER (SUPPLY CHAIN) REF NO: 21/23/FS**

**SALARY**

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

**CENTRE**

Regional Office: Free State

**REQUIREMENTS**

An appropriate three year Commercial/Administrative Degree/National Diploma or relevant equivalent qualification NQF6; At least 5 years working experience in the Supply Chain Management environment with 2 years’ experience at a supervisory level; A valid driver’s license; Knowledge of SCM Framework; Knowledge of Preferential Procurement Policy Framework Act, (PPPFA); BBBEE and Treasury Regulations. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Planning and organizing skills; Accuracy and attention to details; Problem solving skills; Exceptional report writing skills; Ability to work under pressure and be self-motivated; Good interpersonal relations.

**DUTIES**

Key Performance Areas: Conduct screening interviews and parental rights/responsibilities information sessions; Assist members of the public with form completion and queries; Assisting Family Advocates in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding parental responsibilities and rights.

**ENQUIRIES**

Ms NM Dywili Tel No: (051) 407 1800

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Email Address: DOJ21-22-FS@justice.gov.za or fax 0864003806 / 086507007
delegations; Supervise staff in the Demand and Acquisition management section.

ENQUIRIES : Ms. N Dywili at Tel No: (051) 407 1800
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-23-FS@justice.gov.za or fax 0864003806 / 0865070071.

POST 05/40 : CHIEF ADMINISTRATION CLERK (X3 POSTS)

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

CENTRE : Magistrate’s Office, Thaba-Nchu Ref No: 21/18 /FS
Magistrate’s Office, Bloemfontein Ref No: 21/16 / FS
Magistrate’s Office, Botshabelo Ref No: 21/17/ FS

REQUIREMENTS : Grade 12 certificate or Equivalent Qualification with 3-5 years relevant experience administration. A valid driver’s license and Court experience will serve as an advantage. Skills 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 : Ms. N Dywili Tel No: (051) 407 1800
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-18-FS@justice.gov.za or fax 0864003806 / 0865070071.
Quoting the relevant reference number, direct your application to: Email Address: DOJ21-16-FS@justice.gov.za or fax 0864003806 / 0865070071.
Quoting the relevant reference number, direct your application to: Email Address: DOJ21-17-FS@justice.gov.za or fax 0864003806 / 0865070071.

POST 05/41 : LEGAL ADMINISTRATIVE OFFICER: (MR1 – MR5) REF NO: 21/12/FS

SALARY : R198 411 – R912 504 per annum. (Salary will be determined in accordance with the experience as outlined in terms of the Occupational Specific Dispensation for legally qualified personnel). The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office, Bloemfontein

REQUIREMENTS : An LLB or four (4) year recognized legal qualification; Sound knowledge of the South African legal system, legal practice and related spheres with specific reference to family law and related litigation; Knowledge of criminal procedure and practice, court rules (Constitutional, Supreme Court of Appeal, High, Labour, Equality and Magistrate Courts); Knowledge of the Public Finance Management Act; Knowledge of the Sexual Offences and Related Matters Act; A valid driver’s license; Skills and Competencies: Computer literacy (MS Office); Legal Research; Planning and decision making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute resolution; Time management and ability to prioritize; Report writing and problem resolving; Project management; Communication skills (Verbal and written); Willing to work overtime when required.

DUTIES : Key Performance Areas: Draft legal documents and give legal advice to the Department and other organs of the State; Provide support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, DPP, and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Recover loss and (of) damage to State property; Determine Legal Liability and oversee the smooth functioning of dedicated courts in the region; Facilitate implementation of relevant legislation including the Victims Charter and the Restorative Justice National policy Framework; Initiate, plan, implement and conduct community awareness campaigns on legislations administered by the Department.

ENQUIRIES : Ms N Dywili Tel No: (051) 407 1800
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-12-FS@justice.gov.za OR fax 0864003806 / 0865070071.
POST 05/42 : MAINTENANCE OFFICER: MR1- MR5 REF NO: 21/ 21/FS

SALARY : R198 411 – R505 893 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate’s Office, Bethlehem

REQUIREMENTS : LLB degree or recognized 4 year legal qualification. Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides; Clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Skills and Competencies: Communication skills (oral & written); Motivational skills; Loyalty, honesty, ability to work under pressure; Driving skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer Literacy.

DUTIES : Conduct preliminary interviews; Conduct informal maintenance enquires; Conduct formal maintenance enquires; Render administrative support.

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

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-21-FS@justice.gov.za OR fax 0864003806 / 0865070071.