DEPARTMENT OF JUSTICE & 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: 06 April 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. 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.

ERRATUM: Kindly note that the post of Deputy Director: Contract Management Ref No: 21/18/CFO advertised in public service vacancy circular 09 dated 12 February 2021, the post 05/32 of Deputy Director: Contract Management has been withdrawn and applicants who applied will be considered on the post 06/17 published in the same publication dated 19 February 2021. Enquiries: Ms S Maribeng (012) 315 1103. We apologize for any inconvenience caused.

MANAGEMENT ECHELON

POST 10/23: CHIEF DIRECTOR: RULES BOARD FOR COURTS OF LAW REF NO: 21/49/LD

SALARY: R1 251 183 – R1 495 956. The successful candidate will be required to sign a performance agreement

CENTRE: National Office: Pretoria

REQUIREMENTS: LLB or 4 year recognised legal qualification at NQF 7; At least 5-10 years appropriate experience in advisory/litigation; 5 years’ experience must be at senior management level; Admission as an Advocate or Attorney; Knowledge of the Civil Justice System and the Rules of Court; Experience in Constitutional Law and Administrative Law will be an added advantage; Knowledge of the Public Finance Management Act (PFMA); National School of Government (NSG) pre-entry certificate into Senior Management Services (SMS); A valid driver’s license. Skills and Competencies: Legal research and legislative drafting; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Honesty and Integrity.

DUTIES: Key Performance Areas: To strategically lead, oversee and facilitate the rendering of services to the Rules Board for Courts of Law so as to; Manage and facilitate the development of new rules and amendments of the Rules of Court and projects related to the Rules Board for Court of Law; Manage the delivery of the Rules Board programme; Manage the Secretariat of the Rules Board for Courts of Law; Manage and facilitate the Rules Board meetings and decisions; Manage and facilitate the publication of Court Rule amendments; Perform generic management functions.
ENQUIRIES: Ms P Leshilo Tel No: (012) 357 – 8240
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-49-LD@justice.gov.za
NOTE: People with disabilities are encouraged to apply.

POST 10/24: CHIEF DIRECTOR: LEGISLATIVE DEVELOPMENT REF NO: 21/50/LD

SALARY: R1 251 183 – R1 495 956 per annum. The successful candidate will be required to sign a performance agreement
CENTRE: National Office: Pretoria
REQUIREMENTS: LLB or 4 year recognised legal qualification at NQF 7; At least 5-10 years' experience should be in legislative drafting and legal research; 5 years’ experience must be at senior management level; Sound knowledge of the Constitution, Constitutional Law and Administrative Law; Admission as an Advocate or Attorney; Knowledge of the Public Finance Management Act (PFMA); National School of Government (NSG) pre-entry certificate into Senior Management Services (SMS); Experience in Constitutional Law and Administrative Law will be an added advantage; A valid driver’s license Skills and Competencies: Legal research and legislative drafting; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication skills; Honesty and Integrity.

DUTIES: Key Performance Areas: To manage, co-ordinate and, conduct the investigation, preparation, promotion and promulgation of primary and secondary legislation which has a bearing on the line functions of the Department; Advise the Minister, Deputy Minister and Director-General on all matters of a legislative nature; Manage the revision of fees and tariffs in terms of legislation administered by the Department; Put new or amending Acts as promoted by the Department, into operation; Represent the Department and provide inputs at workshops, seminars and conferences on issues relating to legislation; Manage, coordinate and implement the Department’s Annual Legislative Programme and the Chief Directorate’s Operational Plan; Manage and coordinate the development and implementation of strategic and annual performance plans.

ENQUIRIES: Mr. J Maluleke Tel No: (012) 315 1090
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-50-LD@justice.gov.za
NOTE: People with disabilities are encouraged to apply.

POST 10/25: DIRECTOR: GUARDIAN FUNDS REF NO: 21/47/CFO

SALARY: R1 057 326 – R1 245 495 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: National Office, Pretoria
REQUIREMENTS: A Degree in Financial Management/or Public Administration at NQF level 7 (with Accounting as a major subject); A minimum of six (6-10) years relevant experience in financial and trust funds environment; Minimum of 5 years’ experience at middle/senior managerial level; Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations; Knowledge of GRAP/GAAP, accrual accounting as well as modified cash and cash accounting; A valid driver’s license. This will be added as advantage: Experience in Third Party Funds administration, the Guardian Fund System and working knowledge of SAP; Knowledge of the Department of Justice and Constitutional Development and its trust functions and services; Skills And Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Honesty and Integrity.

DUTIES: Key Performance Areas: Oversee GF Financial and Accounting operations; Oversee GF Reporting and Audit Facilitation; Manage Guardian Funds (GF) bank reconciliations in terms of National Treasury Regulations (NTR) Regulations/DFI/Policies/Circulars and Procedure Manuals; Compile trial balance, annual financial statements and annual report from information gathered from master’s Office, Chief Master, Systems utilized and other sources in line with generally accepted accounting practice; 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: DCJ21-47-CFO@justice.gov.za

NOTE: Preference will be given to women and people with disability.

OTHER POSTS

POST 10/26: DEPUTY DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 2021/06/MP

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

CENTRE: Regional Office: Mpumalanga

REQUIREMENTS: Bachelor’s degree or a 3-year National Diploma in Public Administration or equivalent qualification at NQF6; Minimum three years’ management experience in Security Management; A valid driver’s license. Knowledge and understanding of applicable legislation including Asset Management, Public Finance Management Act (PFMA), Treasury Regulations and Occupational Health and Safety Act; Experience and technical knowledge in the functions and use on physical security and electronic access control equipment and systems. The following will be added advantage: Security Administration or Security Management Course; Risk Management; Intensive Fire Prevention(Fire Regulations); Communication Security(Cryptography); Knowledge of Budget planning and control. Skills and Competencies: Written and Verbal communication skills; Project management and analytical skills; Experience and technical knowledge in the functions and use on physical security and electronic access control equipment and systems; Ability to work with difficult clients and resolve conflict; Initiative and creativity; Ability to function independently and work extended hours when necessary; Successful completion of a security screening with SSA; Cultural diversity; Strong leadership with strategic capabilities; Presentation and facilitation skills.

DUTIES: Key Performance Areas: Provide 24 hour guarding services at all identified Courts; Advice management on security policy and implications of management decisions; Identify all risks, threats and provide security risk management services; Roll out of Contingency Plan and OSHA compliance at sub offices at the Region; Evaluate and improve the effectiveness of security measures, procedures and conduct security training sessions to all officials; Ensure proper administration of vetting applications; Regularly conduct security audits and provide cash in transit services at all identified courts.

ENQUIRIES: Ms NC Maseko Tel No: (013) 753 9300/224

APPLICATIONS: Quoting the relevant reference number, direct your application to. Email Address: DOJ2021-06-MP@justice.gov.za

NOTE: Successful candidate will be required to undergo completion of a security screening with SSA

POST 10/27: DEPUTY DIRECTOR: LANGUAGE POLICY & INTERPRETING SERVICES REF NO: 04/20/NC

Re-advertisements; candidates who previously applied are encouraged to re-apply

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

CENTRE: Regional Office Kimberley

REQUIREMENTS: A Bachelor’s Degree/ National Diploma in Administration/Management or equivalent qualification; Minimum of six (6) years’ experience in Administration and 3 years’ experience should be at Supervisory level; Knowledge of Language Policy and Language services ; Interpreting Services; Public Service Regulations, Public Finance Management Act, Treasury Regulations and Labour Relations Act; A valid driver’s license; Skills and Competencies: Computer Literacy (Ms Word, Power Point, Outlook, Excel); Communication skills (written and verbal); Research, monitoring and evaluation and report writing; Policy Development; Financial management; Cultural diversity; Strong leadership with strategic capabilities; Translation and editing; Presentation and facilitation skills.

DUTIES: Key Performance Areas: Manage the development of Language and Court Interpreting strategies and policies; Monitor performance on the implementation of language and Court Interpreting services; Facilitate language policy awareness; Manage language serve stakeholders and customer relations; Provide effective people management.

ENQUIRIES: Ms. S. Segopa Tel No: (053) 832 1380
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: Muller Romeo Rommuller@justice.gov.za and Olivier Shaun Solivier@justice.gov.za

POST 10/28: DEPUTY MASTER MR-6 REF NO: 21/46/MAS

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: Master of the High Court: Johannesburg

REQUIREMENTS: LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian’s Fund; Relevant post qualification’s legal service certificates will be an added advantage. Skills and Competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute Resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy.

DUTIES: Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties in terms of the Act by virtue of the delegation of South African Receiver of Revenue; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure that all functions within the office contribute towards the Strategic direction of the Masters Branch and ultimately the Departmental strategic objectives; Ensure effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.

ENQUIRIES: Mr C Msiza Tel No: (012) 315 4754

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-46-MAS@Justice.gov.za

NOTE: People with disabilities are encouraged to apply.

POST 10/29: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2021/07/MP

SALARY: R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office – Mpumalanga

REQUIREMENTS: An appropriate Degree/National Diploma in Commerce, Accounting or Economics or equivalent qualification; Minimum of 3 years related supply chain experience at supervisory level; A valid driver's license; Knowledge of the Preferential Procurement Policy Framework Act (PPPFA), BBBEE and Treasury Regulations; Knowledge of Supply Chain Management Framework. Skills and Competencies: Computer Literacy (MS Office and Excel); Good Communication skills (Verbal and Written); Planning and organizing skills; Project Management skills; Client Orientation and Customer focus skills; Financial Management skills; Presentation and Facilitation skills; Good interpersonal relations.

DUTIES: Key Performance Areas: Coordinate (synergise), review and execute the bidding process; Coordinate, review, and compile the list of prospective providers for quotations. Coordinate, review, and source quotations from database according to the threshold values determined by the National Treasury; Supervise employees to ensure an effective acquisition management service; Underwrite all administrative functions required with regard to financial and HR administration.

ENQUIRIES: Ms NC Maseko Tel No: (013) 753 9300/249

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ2021-07-MP@justice.gov.za

POST 10/30: SENIOR AUDITOR: GENERAL ASSURANCE REF NO: 21/11/IA

SALARY: R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office: East London
REQUIREMENTS: A Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 3 years’ experience in Internal Auditing of which one year should be as a team leader or potential to lead a team and/or completion of the General Internal Auditing (including IAT Learnership – 3 years) Learnership from the IIA plus 2 year internal audit experience; Knowledge of the Public Finance Management Act (PFMA), PAIA and IIA standards; Knowledge of Prevention and Combating Corruption Activities Act; A valid driver’s license. Skills and Competencies: Research and analytical skills; Report writing skills; Interpersonal relations; Accuracy and attention to detail; Planning and organizing; Computer literacy (MS word, PowerPoint, Outlook and Excel); Communication (written and verbal) skills.

DUTIES: Key Performance Areas: Supervise and participate in the development of strategic internal audit plans; Evaluate the departments controls/objectives to determine effectiveness and efficiency through internal audits; Conduct performance and general assurance services in the department; Review, collect information and compile reports to the accounting officer and audit committee; Provide effective people management.

ENQUIRIES: Mr O Melato Tel No: (012) 315 1351

APPLICATIONS: Quoting the relevant reference number, direct your application: DOJ21-11-IA@justice.gov.za

NOTE: People with disabilities are encouraged to apply.

POST 10/31: COURT INTERMEDIARY REF NO: 2021/04/MP

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

CENTRE: Eerstehoek Magistrate Office

REQUIREMENTS: Three year Bachelor Degree/ National Diploma in one of the following fields; Education, Social Work/ family counseling, Child Care and Youth Development, Paediatrics, Psychiatry, Clinical Counseling, Educational Psychologist; Applicants must be duly registered with the relevant professional/scientific organization/body in their field of specialization; Minimum of three years’ working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children’s Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); A valid driver’s license; Be fluent in the predominant language(s) of the jurisdictional area of the court (Isizulu, siSwati, Tsonga, isiNdebele and English); Afrikaans and ability to communicate in any foreign language will be added advantage. Skills and Competencies: Communication and empathy listening skills (with children, persons with: mental disabilities and other traumatized witnesses); Trauma and basic counseling skills; Interpersonal 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; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witness and make appropriate referrals, Render administration support service in court; Assist children to testify with the aid of anatomically-detailed dolls.

ENQUIRIES: Ms. Nc Maseko Tel No: (013) 753 9300/224

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ2021-04-IA@justice.gov.za

POST 10/32: HUMAN RESOURCE PRACTITIONER REF NO: 21/48/HR

Division: Human Resource Information Management

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

CENTRE: National Office, Pretoria

REQUIREMENTS: A 3 years National Diploma in HRM/Public Management or equivalent qualification; Minimum of 2 years’ experience in Human Resource of which 1 year should be in Record Management; Knowledge of relevant HR prescripts; Knowledge of Persal and National Archives will be an advantage. Skills and Competencies: Organizing skills; Analytical and decision-making skills;
Conceptualization skills; Good computer literacy (Ms Word, Excel and PowerPoint); Communication skills (verbal and advanced written); Interpersonal skills; Accuracy and attention to detail.

**DUTIES**

- Key Performance Areas: Assist With The Coordination And The Development Of HR Filing Systems; Assist With Development And Review Of HR Records Management Policies And Strategies; Maintain Effective And Retrievable Record Management System; Implement And Administer Human Resource Administration Practices; Facilitate Disposal Of Documents.

**ENQUIRIES**

Ms N Joseph Tel No: (012) 357 8646

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Email Address: DOJ21-48-HR@justice.gov.za

**POST 10/33**

**ASSISTANT MASTER, MR3- MR5 (X4 POSTS)**

**SALARY**

R257 073 – R912 504 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**

- Master Of The High Court: Pietermaritzburg Ref No: 21/37/MAS
- Master of the High Court: Grahamstown Ref No: 21/38/MAS
- Master of the High Court: Johannesburg Ref No: 21/39/MAS
- Master of the High Court: Thohoyandou Ref No: 21/61/MAS

**REQUIREMENTS**

- LLB Degree or four years recognized legal qualification; 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Masters of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.

**DUTIES**

- Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian’s Funds and resources in the office.

**ENQUIRIES**

Mr. S. Maeko Tel No: (012) 315 1996

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Email Address: DOJ21-37-MAS@justice.gov.za
DOJ21-38-MAS@justice.gov.za
DOJ21-39-MAS@justice.gov.za
DOJ21-61-MAS@justice.gov.za

**NOTE**

People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.

**POST 10/34**

**REGISTRAR MR1 – MR5 REF NO: 09/20/NC**

Re-advertisements; candidates who previously applied are encouraged to re-apply

**SALARY**

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

**CENTRE**

Magistrate Office Kimberley

**REQUIREMENTS**

- LLB degree or a four year recognized legal qualification; A valid driver’s license. Knowledge of Magistrate’s Court Act. Skills and Competencies: Skills and Competencies; Legal research and Drafting; Dispute resolution; Case Flow Management, Numerical, Office Management, Planning and organization, Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.

**DUTIES**

- Key Performance Areas: o-ordinate Case Flow Management support services to the judiciary; Manage the issuing all processes that initiate court proceedings, process and grant judgments by default as required by the Magistrates Court Act, 1944; Manage the Civil and Criminal Sections, including divorce cases, issue court orders and analyse statistics; Assist the public with court procedures, process reviews and appeals; Management of case records as well as the record room and deal with the files in terms of the Archives Code/Act, Tax legal bills of costs and attend to the review which may follow from such taxation; Provide practical training and assistance to the clerks of court in the lower courts.

**ENQUIRIES**

Ms M Phiri Tel No: (053) 8021300
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: Muller Romeo Rommuller@justice.gov.za and Olivier Shaun Solivier@justice.gov.za.

POST 10/35: ESTATE CONTROLLER EC1 (X4 POSTS)

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

CENTRE:
- Master Of The High Court: Pietermaritzburg Ref No: 21/35/Mas (X1 Post)
- Master of the High Court Johannesburg Ref No: 21/36/Mas (X2 Posts)
- Master of the High Court: Port Elizabeth Ref No: 21/64/Mas (X1 Post)

REQUIREMENTS:
- An LLB degree or recognized four years legal qualification. Skills And Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES:
- Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.

ENQUIRIES: Mr. S. Maeko Tel No: (012) 315 1996

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-35-MAS@justice.gov.za
DOJ21-36-MAS@justice.gov.za
DOJ21-64-MAS@justice.gov.za

NOTE: People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.