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.

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 Assistant Director: Provisioning Administration with Ref No: 54/21EC advertised in the Public Service Vacancy Circular 11 dated 26 March 2021 (Post 11/30), the Requirement of a valid driver’s license has been removed from the above post of Assistant Director: Provisioning Administration. Enquiries: Ms S Maribeng Tel No: (012) 315 1103. We apologize for any inconvenience caused.

MANAGEMENT ECHELON

POST 12/17: DIRECTOR: ADMINISTRATION SUPPORT REF NO: 21/92/DG

SALARY: R1 057 326 – R1 245 495 per annum. (All inclusive remuneration package).

CENTRE: National Office: Pretoria

REQUIREMENTS: A Degree in Public Administration, Management Studies and Social Sciences at NQF level 7 or equivalent qualification; Post-Graduate qualification (NQF level 8) is an added advantage; A minimum of three (3) years in Public Administration; Minimum of 5 years’ experience at a middle/senior managerial level; Experience in Public Service financial management and Departmental policies and Procedures; Knowledge of National Treasury and Department of Public Service Administration (DPSA) policies and procedures. 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; and Honesty and Integrity.

DUTIES: Key Performance Areas: Manage the administrative support services in the Office of the Director- General; Provide technical and administrative support pertaining to Parliamentary and various stakeholder offices and committees; Manage and oversee budget and procurement functions in the Office of the Director- General; Manage and monitor the implementation and development of departmental policies and other relevant prescripts; Provide effective people management.

ENQUIRIES: Mr. S Kgafela Tel No: (012) 315 1042
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address; DOJ21-92-DG@justice.gov.za

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

OTHER POSTS

POST 12/18: DEPUTY MASTER MR-6 REF NO: 21/87/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: Nelspruit

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; DOJ21-87-MAS@justice.gov.za

NOTE: People with disabilities are encouraged to apply.

POST 12/19: ADMINISTRATION OFFICER REF NO: 21/VA12/NW

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

CENTRE: Christiana Magistrate Court

REQUIREMENTS: Three year Bachelor’s Degree/National Diploma in Public Management/Administration or equivalent; Two years relevant experience; Experience within the Court environment will serve as an added advantage; A valid driver’s licence. Skills and competencies: Sound knowledge of financial management (Vote and Trust Account); Sound knowledge of human resources 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: Control of the sections related to Family Courts; HR and Supply Chain; Management of the finance of the office (Third Party funds and Vote Account); 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 Justice; 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: Ms. L Shoai Tel No: (018) 397 7061.
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: RecruitmentNW-AOCMC@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

NOTE: All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.

POST 12/20: HUMAN RESOURCE PRACTITIONER: LABOUR RELATIONS REF NO: 21/83/HR

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 Degree or National Diploma at NQF level 6 in Law/Labour Law or equivalent qualification; Minimum of 3 year experience in Labour Relations; Knowledge of Labour Relations Act and other relevant HR prescripts especially in relation to Labour Relations in the Public Service; Knowledge of Persal will serve as an added advantage; A valid driver’s license. Skills And Competencies: Good computer literacy (Ms Word, Excel and PowerPoint); Communication skills (verbal and written); Interpersonal relations skills; Problem solving skills; Maintaining discipline; Accuracy and attention to detail.

DUTIES: Key Performance Areas: Facilitate management of grievance processes; Provide labour relations advice to management & officials; Facilitate the management of disciplinary processes; Monitor and collate statistical information.

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

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-83-HR@justice.gov.za

POST 12/21: ASSISTANT MASTER, MR3-MR5 REF NO: 21/90/MAS (X2 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: Port Elizabeth

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 Master's 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. C. Msiza Tel No: (012) 315 4754

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-90-MAS@justice.gov.za

NOTE: People with disabilities are encouraged to apply.