

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

<u>CLOSING DATE</u>	:	21 June 2021
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address provided below or 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.

MANAGEMENT ECHELON

<u>POST 20/11</u>	:	<u>DIRECTOR: LEGAL ADMINISTRATION AND ADVOCACY (X2 POSTS)</u>
<u>SALARY</u>	:	R1 057 326 – R1 245 495 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Kimberley: Ref No: 26/21/NC Eastern Cape: Ref No: 63/21/EC
<u>REQUIREMENTS</u>	:	An LLB or appropriate equivalent undergraduate legal qualification (NQF7); A post graduate qualification in law or legal will be an added advantage; At least 6 years' experience of which 5 years experience at a middle/senior managerial level; Relevant work experience in the field of law, court administration/management environment; In-depth Knowledge of International law and relations and understanding of the Constitution; In-depth practical experience in legislative drafting, knowledge of Constitutional law cases and criminal, civil and family cases; Knowledge of all relevant governance prescripts, including Treasury Regulations. Skills and Competencies: Strategic Capabilities 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 (written and verbal); Honest and Integrity.
<u>DUTIES</u>	:	Key Performance Areas: Manage the provision of legal administration and statutory appointment; Manage family law services (Maintenance, Child Justice and Intermediary); Facilitate the promotion and awareness of justice related services; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. C Adams Tel No: (053) 802 3100 (Northern Cape) Mr P Hattingh Tel No: (043) 702 7000 (Eastern Cape)

- APPLICATIONS** : **Kimberley:** Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Or Email Address: DOJ-05-NC@justice.gov.za
Eastern Cape: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200. Or Email Address: SNofemela@justice.gov.za
- NOTE** : Separate applications must be made for each quoting the relevant reference number.
- POST 20/12** : **DIRECTOR: HUMAN RESOURCE REF NO: 21/50/FS**
- SALARY** : R1 057 326 - R1 245 495 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement
- CENTRE** : Regional Office: Free State
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA; At least 6 years' human resource experience of which 5 years must be at middle/senior management level; Knowledge of legislation prescripts and frameworks of the department; A valid driver's license; Successful completion of Nyukela Public Service SMS Pre-Entry Programme offered NSG. Skills and Competencies: Strategic Capabilities and leadership; Project Management; Planning and organizing; Financial management and change management; Research and Knowledge management; Service Delivery Innovation; Analytical and problem solving; People management and Empowerment; Client Orientation and customer focus; Communication skills; Computer Skills (MS Office) Presentation and facilitation.
- DUTIES** : Key Performance Areas: Manage the implementation of human resource related function in the Region; Manage the Development and implementation of strategic human resources processes and HR policies in the Region; Manage and facilitate the efficient labour relation services in the Region; Administer organization development Facilitate Health and Wellness Programme; Manage performance and skills development programmes; Manage effective utilization of resources in the Region.
- ENQUIRIES** : Ms. N Dywili Tel No: (051) 407 1800.
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Private Bag X20578, Bloemfontein, 9300, OR submitted on line: DOJ21-50-FS@justice.gov.za OR fax 0864003806 / 0865070071.
- NOTE** : Preference will be given to women and people with disability.

OTHER POSTS

- POST 20/13** : **ADMINISTRATION OFFICER REF NO: 21/135/CS**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : Degree/ National Diploma/ NQF level 6 or equivalent in Public Management; 3 years experience in administration or general office administration. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Interpersonal skills; Problem solving; Team leadership; Financial management; Planning and organizing.
- DUTIES** : Key Performance Areas: Co-ordinate request for additional residential offices and major works; Provide financial administration support services; Render general administrative functions services; Provide personnel administration support services; Provide effective people management.
- ENQUIRIES** : Ms. M. Kganyago Tel No: (012) 315 1844
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001
- NOTE** : People with disabilities are encouraged to apply.

<u>POST 20/14</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 21/130/SA</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Mthatha Grade 12 certificate or equivalent qualification; 3 years experience required; relevant experience and knowledge of BAS system; a valid driver's license will be an added advantage. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Conflict management; Strong leadership capabilities; Ability to work under pressure; Report writing; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and provide financial administration support services within the component; Supervise and provide personnel administration clerical support services; Supervise and provide supply chain clerical/support service within the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M. Kooko Tel No: (012) 315 1164 Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 20/15</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFIER: (SUPPLY CHAIN) REF NO: 21/ 23 /FS</u> Applicants who previously applied are encouraged to re-apply as some of the requirements have changed.
<u>SALARY</u>	:	R257 504 – R303 339 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office: Free State 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. 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.
<u>DUTIES</u>	:	Key Performance Areas: Ensure compliance to the PPPFA, Departmental Financial Instructions and PFMA; Attend and provide feedback from the Regional Bid Committee, procurement administration office and Regional Control Committee; Provide procurement support to Magistrate Courts; Monitor the progress of all quotations and provide reports; Monitor and control invitation of quotations in terms of the validity; Manage and control open orders on JYP; Manage creditors for the Region; Assist end users with development and consolidation of procurement plans; Conduct supplier on Government Central Supplier Database, Persal, National Treasury list of defaulters and list of restricted entities; Supervise staff in the Demand and Acquisition management section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Dywili Tel No: (051) 407 1800 Quoting the relevant reference number, direct your application to: Private Bag X20578, Bloemfontein, 9300, OR submitted on line: DOJ21-23-FS@justice.gov.za OR fax 0864003806 / 0865070071.