

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>	:	28 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.

OTHER POSTS

<u>POST 21/14</u>	:	<u>OFFICE MANAGER REF NO: 21/158/CD</u>
<u>SALARY</u>	:	R733 257 – R863 748 per annum. (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the Deputy Director-General: Constitutional Development, Pretoria An appropriate 3 years National Diploma/ Degree in Public Administration or equivalent qualification (NQF level 6); 3 years management experience; Knowledge of Performance Management System and Financial Management in the Public Service will be an added advantage; Knowledge of the Public Service environment. Skills and Competencies: Communication skills (written and verbal); Computer literacy (Ms Office, Intranet and internet); Interpersonal skills; Planning and organizing skills; Strategic thinking; Research skills; Project management; People management; Customer service orientation; Ability to work independently and under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Provide administration functions in the office of the Constitutional Development Branch; Manage finance and procurement of goods and services of the Branch; Manage documents in the Constitutional Development Branch (filing, records, office equipment's etc.); Assist and support the development of the Constitutional Development branch strategy; Direct and manage projects, implement systems and processes aimed at improving the Office; Compile and analyse monthly and quarterly statistics and submit to Branch Head.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M Kganyago Tel No: (012) 315 1844 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.
- POST 21/15** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 21/151/SA**
- SALARY** : R510 432 – R1 192 947 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Bloemfontein
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection training to other professional staff; Provide supervision and training to other professional staff.
- ENQUIRIES APPLICATIONS** : 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
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant Law Society must accompany the application.
- POST 21/16** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6): REF NO: 21/152/CLO**
- 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 REQUIREMENTS** : Chief Litigation Office: Law Enforcement
: An LLB Degree or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience; Knowledge of the South African Legal system; Experience in providing legal support in civil matters; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication and Interpersonal relations; Innovative and analytical thinking; Planning and organizational skills; Financial management; Research and report writing skills; Project management.
- DUTIES** : Key Performance Areas: Investigate, evaluate and conduct litigation analysis; Formulate policy, implement and provide inputs for strategic planning; Render advice to improve performance and deal with Parliamentary enquiries; Monitor and evaluate implemented corrective action.
- ENQUIRIES APPLICATIONS** : Ms. K Ngomani Tel No: (012) 357 8661
: 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 Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.

- POST 21/17** : **COURT MANAGER REF NO: 2021/78/GP**
- SALARY** : R470 040 – R553 667 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Roodepoort
- REQUIREMENTS** : Three (3) year qualification in Administration and / or National Diploma Services Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; At least 3 years managerial or supervisory experience; Experience in office and district administration; Knowledge of Public Finance Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license; Skills and Competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Computer literacy.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage service level agreements
- ENQUIRIES** : Ms RR Moabelo Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to:VShiburi@justice.gov.za OR Regional Office Gauteng, Private Bag X6, Johannesburg, 2000
- POST 21/18** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 2021/77/GP**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Gauteng
- REQUIREMENTS** : A three (3) year National Diploma/Degree in Labour Law/ Labour Relations or relevant equivalent qualification; At least 3 years relevant experience in supervisory/junior management position in the Labour Relations environment; A valid driver's license. Skills and Competencies: Communication. Interpersonal relationship. Ability to build high performance teams; Computer literacy; Project Management Strategic management. Analytical thinking. Problem Solving. Conflict Management.
- DUTIES** : Key Performance Areas: Assist in managing the grievance procedure/ disciplinary processes. Undertake labour relations research, plan activities and management of resources; Provide expert advice to management in all Labour related matters; Promote sound employment relations and prevent conflict through the coordination and monitoring of discipline, grievance and dispute resolution; processes. Represent the Department in conciliation and Arbitration, hearings as well as in disciplinary matters; Facilitate the resolution of employee complaints and management of strike and compile circulars on the management of strike actions; Monitor and evaluate the implementation of the approved policy. Administer the appointment of Presiding Officers and Investigation Officers.
- ENQUIRIES** : Ms R Moabelo Tel No: (011) 322 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: RMoabelo@justice.gov.za and FoMathebula@justice.gov.za
Quoting the relevant reference number, direct your application to:VShiburi@justice.gov.za OR Regional Office Gauteng, Private Bag X6, Johannesburg, 2000
- POST 21/19** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: 21/150/DG**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria

<u>REQUIREMENTS</u>	:	National Diploma/ Bachelors Degree with Quantitative Techniques (or Statistics) as a subject (NQF6); Minimum of 3 years experience in strategic planning; Knowledge and understanding of Policy Development. Skills and Competencies: Computer literacy (MS Word, Excel and Power Point); Research and analytical skills; Report writing skills; Accuracy and attention to detail; Communication skills (verbal and written); Presentation and facilitation skills; Planning and organizing skills; Analytical skills;
<u>DUTIES</u>	:	Key Performance Areas: Facilitate and implement policies and prescripts; Facilitate the development and submission of strategic plan to the Head of Department; Align the strategic plans with the Department's strategic goals; Facilitate planning on departmental programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr O. Melato Tel No: (012) 315 1351
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 21/20</u>	:	<u>LEGAL ADMINISTRATION OFFICER-(MR 5): REF NO: 2021/76/GP</u>
<u>SALARY</u>	:	R373 389 – R 912 504 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office Gauteng
	:	An LLB Degree or four year recognise qualification; At least 8 years appropriate post qualification legal experience, Sound knowledge of the South African Legal System; A valid driver's license. Skills and Competencies: Computer literacy; Excellent Communication (Verbal and Written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to detail; Report writing skills; Research ability; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Recover and/or dispose of losses/damage to state money and property in accordance with the provisions of Chapter 11 and 12 of the Treasury Regulations and Departmental Financial Instructions; Draft Legal documents and give legal advice on variety of issues; Deal with civil proceedings instituted by and against the Department; Respond to petitions, representations and complaints from civil society and other government Departments; Perform Legal research; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. RR Moabelo Tel No: (011) 332 9000
	:	Quoting the relevant reference number, direct your application to: Email Address: RMoabelo@justice.gov.za and FoMathebula@justice.gov.za
	:	Quoting the relevant reference number, direct your application to:VShiburi@justice.gov.za OR Regional Office Gauteng; Private Bag X6, Johannesburg, 2000
<u>POST 21/21</u>	:	<u>INTERNAL AUDITORS (X2 POSTS)</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office: Mahikeng Ref No: 21/146/IA (Mahikeng) Regional Office; Gauteng Ref No: 21/147/IA (Gauteng)
<u>REQUIREMENTS</u>	:	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 (both 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.
<u>DUTIES</u>	:	Key Performance Areas: Conduct risk assessments and draft reports; Prepare audit programmes together with the Audit Manager; Conduct audit assignments in accordance with the audit methodology; Gather adequate, component, relevant

- and useful audit evidence; 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: Postal address: The Human Resources: 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** : Separate applications must be made quoting the relevant reference number and centre. People with disabilities are encouraged to apply.
- POST 21/22** : **ADMINISTRATIVE OFFICER (X6 POSTS)**
- SALARY** : R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office: Ficksburg Ref No: 21/ 42 /FS
Magistrate's Office: Jaconsdal Ref No: 21/ 43 /FS
Magistrate's Office: Brandfort Ref No: 21/ 44 /FS
Magistrate's Office: Petrus Steyn: Ref No: 21/ 45 /FS
Magistrate's Office: Smithfield: Ref No: 21/ 46 /FS
Magistrate's Office: Harrismith: Ref No: 21/ 47 /FS
- REQUIREMENTS** : Three year Bachelor's degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Sound Knowledge of Financial Management (Vote and Trust Account) and Human Resource Management; Sound Knowledge of asset management and supply chain management and risk management; Knowledge of PFMA, DFI, BAS and JYP; Proven Supervisory experience, Court experience and drivers license will serve as an added advantage; Skills and competencies: Computer Literacy (Microsoft packages); Good interpersonal relations; Leadership and Principles of Management.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office: Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); 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 service; 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; Performance of any other duties necessary to ensure smooth office running.
- ENQUIRIES** : Ms NM Dywili @ (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 21/23** : **ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 21/153/SA (X3 POSTS)**
- SALARY** : R301 452 – R847 047 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: East London
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa will an added advantage; Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation;

<u>DUTIES</u>	: Communication skills (written and verbal); Creative and analytical skills; Supervisory and mentoring skills; Problem solving and conflict management. Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA; Draft and/ or settle all types of agreements on behalf of the various clients; Render legal opinion and advice; Handle all forms of inter-departmental arbitrations and debt collection; Represent in matters of arbitration proceedings.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. K. Ngomani Tel No: (012) 357 8661
<u>NOTE</u>	: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria. People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 21/24</u>	: <u>SENIOR COURT INTERPRETER REF NO: 21/54/FS (X2 POSTS)</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>	: Magistrate Office: Bloemfontein 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 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: Bloemfontein: English, Afrikaans, Sesotho.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES APPLICATIONS</u>	: Ms NM Dywili @ (051) 407 1800 Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<u>POST 21/25</u>	: <u>SENIOR COURT INTERPRETE REF NO: 21/ 55 /FS</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>	: Magistrate Office: Bloemfontein 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: Bloemfontein: English, Afrikaans, Sesotho and Sign Language.

- 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 APPLICATIONS** : Ms NM Dywili @ (051) 407 1800
: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 21/26** : **MAINTENANCE OFFICER MR 1: (X2 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** : Magistrate Krugersdorp Ref No: 2021/82/GP
Magistrate Pretoria- North Ref No: 2021/91/GP
- REQUIREMENTS** : LLB Degree or recognized 4 years legal qualification; Extensive knowledge of the maintenance system and family law matters; Proficiency in the following languages: English and Setswana; Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other arrears; A valid driver's license. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
- DUTIES** : Key Performance Areas: Perform the functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders, mentoring and coaching; Ensure compliance with disciplinary code; Manage performance of subordinate.
- ENQUIRIES APPLICATIONS** : Ms V Shiburi Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to:VShiburi@justice.gov.za OR Quoting the relevant reference number, direct your application to:VShiburi@justice.gov.za OR Regional Office Gauteng, Private Bag X6, Johannesburg, 2000.