

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 19 July 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.
- ERRATUM:** Kindly note that the Centre of the post of Family Law Assistant Ref 38/21/NC/FA advertised in the Public Service Vacancy Circular No: 22 of 2021, published on the 18 June 2021 was erroneously advertised. The correct Centre is Office of the Family Advocate: Kimberley not Uptington. The closing date will not be extended. We apologize for any inconvenience caused.

MANAGEMENT ECHELON

- POST 24/22** : **CHIEF STATE LAW ADVISER REF NO: 21/175/SLA**
Re-advertisement and candidates who previously applied must re-apply.
- SALARY** : R1 521 591 – R1 714 074 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An NQF level 8 legal qualification or LLB, and a post graduate qualification in the field of law is highly recommended; Admission as an Attorney or Advocate; 8 years' experience at a senior management level and proven experience in the legal field, 3 years of which must be at a State Institution; Knowledge of drafting , litigation, negotiating drafting and scrutiny of international agreements experience, opinion writing, subordinate legislation, management and budget ; Knowledge of Labour Law, Criminal Law, Administrative Law, Public and Private International Law, Interpretation of Statutes and Treasury Regulations. Skills and Competencies: Strategic leadership capability; 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; and Computer literacy;
- DUTIES** : Key Performance Areas: Oversee and manage the delivery of legal opinions as requested by State departments and other organs of State; Oversee and manage International agreements as requested by state departments and other organs of State; Oversee, manage and direct development, evaluation and assessment of draft legislation; Oversee and manage the translation of

legislation; Manage operations to achieve planned outcomes; Provide effective people management.

ENQUIRIES : Mr. C .Zana Tel No: (012) 357 8185

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 Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.

OTHER POSTS

POST 24/23 : **COURT MANAGER (2 POSTS)**

SALARY : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Magistrate Court; Palmridge; Ref No: 2021/115/GP
Magistrate Office Kimberley, Ref No: 25/21/NC/KBY

REQUIREMENTS : A 3 year qualification in Administration (NQF level 6) and/or a National Diploma in Services Management (NQF level 5) plus the module in Case Flow Management or equivalent qualification; At least 3 years’ managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver’s license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); 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 : Gauteng: Ms RR Moabelo Tel No: (011) 332 9000
Kimberley: Ms D Kistoo Tel No: (053) 8021300

APPLICATIONS : **Gauteng:** Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 Or Physical Address: Regional Office –Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg
Kimberley: Quoting the relevant reference number, direct your application to Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand deliver at the New Public Building, (Magistrates Court) Corner Knight and Stead Streets, 7th floor, Kimberley, 8301.

POST 24/24 : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1 -3; REF NO: 2021/106/GP**

SALARY : R257 592 – R445 425 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Family Advocate: Johannesburg

REQUIREMENTS : Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; A minimum of five (5) years appropriate experience; Knowledge and experience in Mediation; Court Experience in rendering expert Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act , Children’s Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers’ license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills;

- Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes; Report on the performance to the Head of Office.
- ENQUIRIES APPLICATIONS** : Mrs RR Moabelo Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: PRaadt@justice.gov.za or Private Bag X6, Johannesburg, 2000; 7th Schreiner Chambers, Cnr Prichard and Kruis street, Johannesburg
- POST 24/25** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1 -2: REF NO: 2021/101/GP**
- SALARY** : R257 592 – R363 801 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Johannesburg
: Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; A minimum of five (5) years appropriate experience; Knowledge and experience in Mediation; Court Experience in rendering expert Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act , Children’s Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers’ license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes; Report on the performance to the Head of Office.
- ENQUIRIES APPLICATIONS** : Mrs RR Moabelo Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: PRaadt@justice.gov.za or Private Bag X6, Johannesburg, 2000; 7th Schreiner Chambers, Cnr Prichard and Kruis street, Johannesburg
- POST 24/26** : **STATE ACCOUNTANT: QUALITY MANAGEMENT REF NO: 21/154/CLO (2 POSTS)**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the Chief Litigation Officer: Pretoria
: National Diploma in Financial Management or Accounting (NQF level 6) or equivalent qualification; 2 years’ experience in the Finance and Accounting environment; Knowledge of Performance Management, Public Sector and Data analysis; Skills and Competencies: Computer literacy (Ms. Word, Excel and PowerPoint); Communication skills (Written and Verbal); Analytical skills; Interpretation skills; Report writing skills; Problem solving.
- DUTIES** : Key Performance Areas: Oversee expenditure trends in various offices; Capture statistics and generating reports on financial statistics indicating performance; Co-ordinate the budget reviews timeously; Collect and consolidate budget inputs, tabling of financial reports to the State Attorneys Offices; Render assistance in the monitoring of budget and issue early warning reports.
- ENQUIRIES** : Ms K Ngomani Tel No: (012) 357 8661

- 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.
- POST 24/27** : **ADMINISTRATIVE OFFICERS (4 POSTS)**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Kakamas: Ref No: 27/21/NC/KAK
Magistrate Office: Kimberley: Ref No: 28/21/NC/KBY
Magistrate Office: Victoria West: Ref No: 29/21/NC/VW
Magistrate Office: Postmasburg: Ref No: 34/21/NC/POS
- REQUIREMENTS** : A three (3) year National Diploma/Degree in Public Administration/ Management or relevant equivalent qualification; Two (2) years relevant experience in Office and District Administration, Departmental Financial and Cash flow Management systems; Experience in Vote and Trust Account will be an added advantage; A valid driver's license. Skills and Competencies: Supervisory skills; Computer literacy (MS Office, MS Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.
- ENQUIRIES APPLICATIONS** : Mr L Swartz Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand deliver at the New Public Building, (Magistrates Court) Corner Knight and Stead Streets, 7th floor, Kimberley, 8301.
- NOTE** : Separate applications must be made quoting the relevant reference number.
- POST 24/28** : **CHIEF ADMINISTRATION CLERKS (2 POSTS)**
- SALARY** : R257 508 – R303 339 per annum. The Successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office Kimberley: Ref No: 35/21/NC/KBY
Magistrate Office Upington: Ref No: 36/21/NC/UP
- REQUIREMENTS** : A Bachelor's Degree or equivalent qualification and/or Grade 12 with 10 years' relevant experience; Three (3) Years' Experience, Experience In A Court Environment Will Be An Added Advantage; Knowledge Of The Public Finance Management Act, Basic Accounting System (Bas), DFI, JDAS, JYP And Transport Policies; Sound Knowledge Of Human Resources, Financial, Asset And Risk Management; A valid driver's license will serve as an advantage. Skills and Competencies: Good written and communication skills; Good Interpersonal Relations; Computer literacy (Ms Excel, Powerpoint and Word); Ability to work under pressure And Work Independently;
- DUTIES** : Key Performance Areas: Render efficient and effective support to the Court; Maintain Discipline and resolve complaints and Grievance; Manage The performance management system in the Office; Draft memoranda, submission and reports; Control utilization and maintain the Assets and Accommodation of the Office.
- ENQUIRIES APPLICATIONS** : Mr L Swartz Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand deliver at the New Public Building, (Magistrates Court) Corner Knight and Stead Streets, 7th floor, Kimberley, 8301.
- NOTE** : Separate applications must be made quoting the relevant reference number.