

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	27 September 2021
<u>NOTE</u>	:	Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za . A Z83 form & CV must be accompanied by required documents as per the advertisement, and other additional relevant copies will be submitted on the day of the interview. 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 exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigner or dual citizenship holder must provide the Police Clearance certificate from his/her country of origin. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. 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 drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. 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 32/39</u>	:	<u>SOCIAL WORKER SUPERVISOR /FAMILY COUNSELLOR SUPERVISOR: GRADE 1: REF NO: 21/107/KZN</u>
<u>SALARY</u>	:	R384 228 – R445 425 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Family Advocate: Durban A Bachelor's Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; A minimum of 7 years appropriate experience in Social Work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children's Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license. Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Manage the work of family counsellors, capacity building, monitoring case flow and quality checking reports; 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.
- ENQUIRIES APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
 : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.
- POST 32/40** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 21/109/KZN**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Uthukela Cluster
 : A Bachelor's Degree/National Diploma in Finance /Accounting or equivalent; At least three years' experience in a financial environment; Knowledge and understanding of the PFMA, Treasury Regulations and relevant government regulations and policies; Knowledge and practical experience of BAS, Supply Chain Management and budgeting process within government; Knowledge of Moja Pay (SAP System) / Third Party Funds. Skills and Competencies: Computer literacy; verbal and written communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure and overtime, Facilitation, people, motivational and driving skills.
- DUTIES** : Key Performance Areas: Identify financial problems and risks by compliance assessments and report findings to the Court Manager, Area Court Manager and the Regional Finance Manager; Define and introduce financial control, procedures and methods towards sustaining a NAQ status; Identify training needs and ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions; Monitor and render support with cluster's monthly reconciliation of third party funds; Monitor audit recommendations and action plan to ensure compliance; Monitor and support courts with budget formulation, allocation, executing and reporting; Monitor and report on effective supply chain and asset management processes within the cluster; Assist and support with the implementation of financial systems.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
 : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 32/41** : **ADMINISTRATIVE OFFICER REF NO: 21/110/KZN**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Nongoma
 : A Bachelor's degree /National Diploma in Administration or relevant equivalent qualification; At least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Key Performance Areas: Render support to the sections related to Family Courts, Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Compile and analyse statistics to show performance and trends; 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.
- ENQUIRIES APPLICATIONS** : Ms C.S. Sikhonde Tel No: (031) 372 3000
 : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address:

Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

- POST 32/42** : **ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 21/202/SA**
- 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 REQUIREMENTS** : State Attorney: Pretoria
: 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; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Handle litigation and appeal in the High Court, Magistrate's Court, Labour Court, Land Claims and CCMA; Draft and/ or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental and debt collection.
- 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 Building, Pretoria.
- NOTE** : 1. People with disabilities are encouraged to apply. 2. A current certificate of good standing from the relevant law Society must accompany the application.

- POST 32/43** : **SOCIAL WORKER /FAMILY COUNSELLOR REF NO: 21/108/KZN**
- SALARY** : R257 592 – R298 614 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: Newcastle
: A Bachelor's Degree in Social Work or equivalent relevant qualification which allows for professional registration with the SA Council for Social Service Professions (SACSSP); Proof of registration with SACSSP; 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 driver's license; Skills and Competencies: Computer literacy (MS Word, Excel, PowerPoint); Excellent Communication (written and verbal) skills; Mediation, Interviewing skills, 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 care, contact, guardianship, relocation, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations in the best interest of the child in family law disputes; Act as expert witness for the Family Advocate in Court; Assist beneficiaries in the functions and role of the Office of the Family Advocate; Travel to conduct inquiries and interview parties and source references in family law disputes; Case management of matters allocated and achieve targets set.
- ENQUIRIES APPLICATIONS** : Ms C.S. Sikhonde Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

- POST 32/44** : **STATE ACCOUNTANT: FINANCE REF NO: 21/111/KZN**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Durban

- REQUIREMENTS** : A Bachelor's Degree/National Diploma in Finance/Accounting or equivalent qualification; At least 3 years' experience in a Financial Accounting environment. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA); Experience on BAS and SCOA. Skills and Competencies: Computer literacy (MS Excel, Word, Outlook); Advanced spreadsheet skills; Good communication skills (verbal and written); Ability to work under pressure and be self-motivated; Accounting; Motivating skills; Finance Management Skills.
- DUTIES** : Key Performance Areas: Oversee the collection, receipting and safe-keeping of state money; Ensure safekeeping of money received, paid out or banked is recorded in the relevant registers as prescribed; Approval of payments on BAS; Ensure the keeping of daily, weekly or monthly statistics, Compile and submit Finance reports; Management of Petty Cash; Supervise staff and ensure audit facilitation.
- ENQUIRIES** : Ms C.S. Sikhonde Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 32/45** : **CHIEF ADMINISTRATION CLERK REF NO: 21/112/KZN**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Court, Empangeni
- REQUIREMENTS** : Grade 12 or equivalent; A minimum of 3 years' relevant experience. Skills and Competencies: Computer literacy MS Office; Good communication written and verbal; Good interpersonal relations; Able to work independently and under pressure; Attention to detail.
- DUTIES** : Key Performance Areas: Render support to the sections related to Family court and Supply Chain management and Human Resource; Manage the criminal and civil court administration sections; Provide general supervision of administrative staff; Compile and analyze statistics to show performance and trends; Maintain prescripts related to the functions of the DOJCD and Public Service in general; 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.
- ENQUIRIES** : Ms V. Mlandeliso Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 32/46** : **SENIOR COURT INTERPRETER REF NO: 21/60/FS**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to signed a performance agreement.
- CENTRE** : Magistrate Office: Koffifontein; (Stationed at Heilbron)
- REQUIREMENTS** : Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three year practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages; A valid driver's license will be an added advantage. 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: Afrikaans, IsiZulu, Sesotho, English. (Setswana and IsiXhosa will be an added advantage).
- DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.
- ENQUIRIES** : Ms NM Dywili Tel No: (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.