

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 18 October 2021

**NOTE** : Applications must be submitted on new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). A Z83 form & CV must be accompanied by original copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. 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. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The 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 drivers licence 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

**POST 34/90** : **CHIEF DIRECTOR: EXECUTIVE SUPPORT AND INTER-GOVERNMENTAL RELATIONS REF NO: 21/ 231/DG**

**SALARY** : R1 251 183 – R1 495 956 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria

: An appropriate recognized Bachelor's Degree (NQF 7) Legal or equivalent qualification; A minimum of 5 years' experience in Senior Management level; Knowledge of legislation, prescripts and policy framework; Extensive knowledge of and understanding Public Service Regulations, Public Finance Management Act, Treasury Regulations and Labour Relations Act; A valid driver's license; Skills And Competencies: Applied strategic thinking; Budgeting and financial Management; Project Management; Change Management; Diversity Management; Developing others; Problem Solving and Decision making; Quality assurance, people management and empowerment; Impact and influence; Communication and Information Management; Team leadership.

**DUTIES** : Key Performance Areas: Manage administrative support in the Office of the Director General (ODG); Manage and coordinate the provision of EXCO decision/secretariat support services; Provide international cooperation and developmental partnership services; Provide cluster coordination, entity oversight and interface services; Manage stakeholders in the office of the Director General; provide effective people management.

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

: 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 Street, Pretoria.

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

**POST 34/91** : **MASTER REF NO: 21/224/MAS**

**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** : Master Of the High Court: Pietermaritzburg

- REQUIREMENTS** : An LLB Degree or 4 years recognized legal qualification at NQF level 7; 5 years' experience should be at middle/ senior management level; Experience in the functional fields and services provided by the Masters of the High Court; Knowledge and experience in the Master's environment; Knowledge of the Administration of Estate Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; A valid driver's license. Skills and Competencies: Financial management; Leadership; Strategic and conceptual orientation; Administration of estates; Communication skills; Computer literacy; Change management; People development and empowerment; Project management; Time management; Ability to work in a highly pressurized environment.
- DUTIES** : Key Performance Areas: Provide strategic direction to the Office; Monitor the implementation of policy, procedures and legislations; manage the administration of deceased and insolvent estates; manage the operations regarding the Guardians fund; manage the administration of Trusts and Curatorships; manage the resources in the office. Manage the key stakeholders of the Master's office.
- ENQUIRIES** : Mr. S. Maeko Tel No: (012) 315 1996
- 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 Street, Pretoria.
- NOTE** : Preference will be given to women and people with disabilities.

**INTERNSHIP PROGRAMME 2021/2023  
(Duration: 24 Months)**

- APPLICATIONS** : Direct your application to the area of choice using the postal addresses indicated below: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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
- CLOSING DATE** : 18 October 2021
- NOTE** : Who should apply? Unemployed South African graduates, with a tertiary qualification in the above-mentioned field of study, who has not previously participated in any Candidate Attorney programme. These internships are based in the Attorneys Offices. Candidates who wish to apply for internship outside their respective Regions must be willing and able to find their own accommodation considering that they will not earn a salary but only a stipend. Separate applications must be made for each Office which you are applying for and quoting the relevant reference number for the centre of your choice A pre-employment security screening will be conducted on RSA citizenship, criminal record, credit record and verification of qualification. The outcome of this screening will be considered to determine suitability for employment.

**OTHER POST**

- POST 34/92** : **CANDIDATE ATTORNEY PROGRAMME 2021/2023**
- STIPEND** : R7 000 per month
- CENTRE** : State Attorney Offices  
Polokwane – Ref No: CA/1 (X2 Posts)  
Cape Town – Ref No: CA/2 (X10 Posts)  
Thohoyandou – Ref No: CA/3 (X5 Posts)  
Mafikeng – Ref No: CA/4 (X4 Posts)  
Mthatha – Ref No: CA/5 (X8 Posts)  
East London – Ref No: CA/6 (X4 Posts)  
Port Elizabeth – Ref No CA/7) (X2 Posts)  
Johannesburg – Ref No: CA/8 (X15 Posts)  
Pretoria – Ref No: CA/9 (X17 Posts)  
Nelspruit – Ref No: CA/10 (X10 Posts)  
Bloemfontein – Ref No: CA/11 (X3 Posts)  
Office of the SG: Pretoria – Ref No: CA/12 (X7 Posts)
- REQUIREMENTS** : Bachelor of Laws (LLB)

**ENQUIRIES**

: Ms. Samantha Fisher Tel No: (012) 315 4843 or Mr. Tokelo Moja Tel No: (012) 315 4847