

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 25 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. 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.

OTHER POSTS

POST 35/48 : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 21/233/CS**

SALARY : R733 257 – R863 748 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : National Office, Pretoria

: A Degree/National Diploma in Public Administration as recognized by SAQA or equivalent qualification; A minimum of 3 years' experience in Administration of which 3 years should be on management level (Assistant Director); Knowledge of Public Service Regulations, Public Finance Management Act, Departmental Finance Institutions, Prescripts and Delegations; Knowledge of Court Administration Process & Procedures with regards to the quazi judicial functions including compliance with the different codes of the clerk of the court, criminal civil and family; Knowledge and experience of Labour Relations will be an advantage; Valid driver's license. Skills and competencies: Computer literacy; Investigations skills and report writing; Interpersonal skills; Leadership skills; Strategic capacity; Decisive; Team player; Ability to work under pressure; Communication skills (written and verbal)

DUTIES : key performance areas: Execute quality assurance service over administrative duties related to all resources and Court Services; Manage assessment of administrative duties related to all resources and Court Services; Develop and implement customer service improvement strategies; Manage misconduct and maladministration investigations; provide effective people management

ENQUIRIES APPLICATIONS : Ms R Sema Tel No: (012) 315 1844

: 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.

POST 35/49 : **LEGAL ADMINISTRATION OFFICER (MR1 – MR5) REF: 21/232/CS**

SALARY : R198 411 – R912 504 per annum. (Salary to be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE : National Officer, Pretoria

- REQUIREMENTS** : An LLB or appropriate equivalent undergraduate recognized legal qualification NQF 7; Experience and understanding of the South African Judicial System, legislation prescripts and Frameworks of the Department; Practical experience in managing external service providers and Project Management: A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Planning and decision-making skills; Interpersonal relations; Computer literacy; Communication (written and verbal) skills; Innovative and analytical thinking.
- DUTIES** : key performance areas: Draft legal opinions, memorandum, reports and government notices; Scrutinize related legislation; Constitute and engage research institutions, conduct legal research, policy development and analysis; Provide effective people management;
- ENQUIRIES** : Mr M Mokoena Tel No: (012) 315 1844
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: 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.