

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NOTE : 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 original certified copies of qualifications, identity document and 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. 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.

MANAGEMENT ECHELON

POST 11/08 : **CHIEF STATE LAW ADVISOR: REF NO: 20/79/SLA**

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 appropriate LLB Degree or recognized 4-year legal qualification (NQF level 8); Admission as an Attorney or Advocate; 10 years' experience at a senior management level and proven experience as a State Law Advisor; Knowledge of all spheres of law including drafting, litigation, negotiating drafting, scrutiny of international arrangements, opinion writing, subordinate legislation, management and budgeting. Skills and Competencies: Strategic capacity and leadership; 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.

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, evaluating and assessment of draft legislation; Oversee and manage the translation of legislation; Facilitate and manage stakeholder relations finance of the Branch as delegated; 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.

CLOSING DATE : 06 April 2020

OTHER POSTS

<u>POST 11/09</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (02 POSTS)</u>
<u>SALARY</u>	:	R510 432 – R1192 947 per annum (LP5-LP6) (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	State Attorney: Polokwane Ref No: 20/49/SA State Attorney: Johannesburg: Ref No: 20/51/SA
<u>REQUIREMENTS</u>	:	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 licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Polokwane: Mr. M. Kooko Tel No: (012) 315 1164 Johannesburg: Mr. E. Seerane Tel No: (012) 315 1780
<u>APPLICATIONS</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, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>NOTE</u>	:	Separate applications must be made quoting the relevant reference People with disabilities are encouraged to apply A current certificate of good standing from the relevant Law Society must accompany the application.
<u>CLOSING DATE</u>	:	06 April 2020
<u>POST 11/10</u>	:	<u>COURT MANAGER: (4 POSTS)</u>
<u>SALARY</u>	:	R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Balfour Magistrate Office: Ref No: 2020/18/MP Secunda Magistrate Office: Ref No: 2020/19/MP Barberton Magistrate Office: Ref No: 2020/14/MP Worcester Magistrate Office: Ref No: 07/2020/WC
<u>REQUIREMENTS</u>	:	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 financial management and PFMA; Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid drivers' licence. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (verbal and written)
<u>DUTIES</u>	:	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; Compile and analyze court statistics to show performance and 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 agreement, also assist in Cluster.
<u>ENQUIRIES</u>	:	Nelspruit: Mr. SP Shabangu Tel No: (013) 753 9300/244 Cape Town: Ms P Barnes Tel No: (021) 469 4000

- APPLICATIONS** : Nelspruit: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 Or Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit.
Cape Town: Quoting the relevant reference number, direct your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5th Floor, Cape Town
- NOTE** : PWD/ Coloured Female followed by Indian Female and African Male or Female respectively.
- CLOSING DATE** : 17 April 2020
- POST 11/11** : **COURT INTERMEDIARY: REF NO: 42/19/NC**
Re-advertisements; candidates who previously applied are encouraged to re-apply
- SALARY** : R316 791 – R373167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRES** : Magistrate Office Galeshewe will serve all courts within the Northern Cape
- REQUIREMENTS** : Must be competent to be appointed as an Intermediary as prescribed in the Determination under section 170A (4)(a) of the Criminal Procedure Act, 1977, as amended by the Sexual Offences and Related Matters Act 32 of 2007; The candidate must be registered in one of the following: Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No. 56 of 1974) and against whose names the speciality paediatrics is also registered. Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974, and against whose names the speciality psychiatry is also registered. Family counsellors who are appointed as such under section 3 of the Mediation in Certain Divorce Matters Act, 1987 (Act No. 24 of 1987), and who were registered as social workers under section 17 of the Social Work Act, 1978 (Act 110 of 1978), or who are or were classified as teachers in qualification category C to G, as determined by the Department of National Education, or who are or were registered as clinical, educational or counselling psychologists under the Medical, Dental and Supplementary Health Service Professions Act, 1974. Childcare workers who have successfully completed a two-year course in child and youth care approved by the National Association of Child Care Workers and who have four years' experience in childcare. Social workers who are registered as such under section 17 of the Social work Act, 1978, and who have two years' experience in social work. Teachers who are classified in qualification category C to G, as determined by the Department of National Education, and who have four years' experience in teaching and who have not at any stage, for whatever reason, been suspended or dismissed from service in teaching. Psychologists who are registered as clinical, educational or counselling psychologists under the Medical, Dental and Supplementary Health Service Professions Act, 1974. A valid driver's license, and willing to travel extensively within the province and beyond. Language requirements: a combination of the following will be considered. Galeshewe fluency in English, Afrikaans and Setswana. The following qualities will be added recommendations: The ability to work with children/ disabled persons in a highly stressful and under traumatic circumstances; Understanding of and respect for the rights and dignity of the witness requiring assistance; Ability to treat the witness and his/her family with respect and empathy; Ability to provide emotional support and assistance to the witness and his/her family; Understanding of the ethical implications of working with children and court processes; Reliable, dedicated and hardworking.
- DUTIES** : Key Performance Areas: Act as Intermediary by facilitating court proceedings where children are involved; Act as intermediary in all matters wherein, despite their biological age, witnesses have a mental age of under 18; Manage the efficient flow of all cases involving children and disabled persons; Facilitate the allocation of dates by utilizing the central diary to schedule matters; Maintain the Intermediary room and the resources therein; Ensure that the correct equipment is available to assist the child or disabled person in giving their evidence; Maintain a data base of all service providers that may provide assistance to the witness and his/her family and make all necessary information available to them.
- ENQUIRIES** : Ms. Phiri 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 delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

CLOSING DATE : 06 APRIL 2020

POST 11/12 : **ASSISTANT STATE ATTORNEY, REF NO: 20/61/SA**

SALARY : R301 452 – R847 047 .per annum (LP3-LP4): (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : State Attorney: Cape Town
: 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; Conveyancing 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; Communication skills (written and verbal).

DUTIES : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, High, Labour, CCMA, Supreme Court of Appeal, Constitutional Courts, Land Claims, Tax and Tax Tribunals; Draft legal documents and conduct legal research; Draft and/or settle all types of contracts on behalf of the various client departments; Preside over all forms of arbitration, including inter-departmental arbitrations; Furnish legal advice and opinions; Guide and train support staff.

ENQUIRIES APPLICATIONS : Mr. E. Seerane Tel No: (012) 315 1780
: 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: A current certificate of good standing from the relevant law Society must accompany the application.

CLOSING DATE : 17 April 2020

POST 11/13 : **COMMUNICATION OFFICER: EVENTS, EXHIBITIONS AND PUBLIC RELATIONS: REF NO: 20/63/PEC**

SALARY : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
: 3 year Degree/National Diploma in Public Relations/Communication or equivalent qualification (NQF level 6); 1 year experience in communication environment; A valid driver's license. Skills and Competencies: Communication (written and verbal) skills; Computer literacy; Project management skills; Good interpersonal relations; Willingness to work flexible hours; Ability to work independently and under pressure.

DUTIES : Key Performance Areas: Coordinate all Departmental exhibitions; Assist in the coordination of events; Compile annual calendar of events; Coordinate the procurement of promotional items

ENQUIRIES APPLICATIONS : Mr. S.J Kgafela Tel No: (012) 315 1042
: 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.

CLOSING DATE : 06 April 2020

POST 11/14 : **ESTATE CONTROLLER EC1: (2 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 : Master of the High Court: Port Elizabeth Ref No: 20/65/MAS
: Master of the High Court: Kimberley; Ref No: 20/52/MAS

REQUIREMENTS : An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship's, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office

ENQUIRIES : Port Elizabeth: Mr. C Msiza Tel No: (012) 315 4754
Kimberley: 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.

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CLOSING DATE : 17 April 2020

POST 11/15 : **COURT INTERPRETER: REF NO: 20/20/FS**

SALARY : R173 703 - R201 612 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate's Office, Bloemfontein

REQUIREMENTS : NQF level 4/Grade 12. Proficiency in English. Proficiency in one or more indigenous languages. Three months practical experience will be an added advantage; A valid driver's license will be an added advantage. Knowledge: Knowledge of legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Adherence to Batho-Pele and the Justice Principles. Full command of the language. Cultural diversity. Knowledge of Policies, Prescripts and Legislation. Skills and Competencies: Communication (verbal and written), Listening, Inter-personal relations, Computer literacy (MS word), Planning and Organising, Problem solving and analytical thinking skills. Time management. Confidentiality. Ability to work under pressure; Language Proficiency: Bloemfontein Sesotho, Sepedi, Tshivenda, English and Xitsonga (Shangaan) will be an added advantage.

DUTIES : Key Performance Areas: To interpret in a Court of Law (Criminal, Civil and Labour). To interpret in Small Claims Courts. Interpret in pre-trial proceedings and consultations. Liaise with the Supervisor for Foreign Language Interpreters. Consecutive interpreting from source to target language during Court Proceedings., pre-trial consultation, quasi and Judicial. Interpret nonverbal gesture, dramatization and confessions. Carry out sight translation of documents (j88, sworn statement, etc); Collect unusual terminology and concepts. Consult dictionary, colleagues, community members and experts. Enter the meaning of words into glossary register. Assist with the reconstruction of Courts records. Enter cases in the Criminal Record Book. Compilation of statistics.

ENQUIRIES : Ms NM Dywili Tel No: (051) 407 1800

APPLICATIONS : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

CLOSING DATE : 06 April 2020