

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 17 April 2020  
**NOTE** : Applications must be submitted on 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 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.

## OTHER POSTS

**POST 12/16** : **COURT MANAGER (5 POSTS)**

**SALARY** : R470 040 – R553 677 per annum. The Successful Candidate will be required to sign a Performance Agreement.

**CENTRE** : Magistrate's Office: Harrismith Ref No: 20/26/Fs  
 Magistrate's Office: Ladybrand Ref No: 20/25/Fs  
 Magistrate's Office: Odendaalsrus Ref No: 20/24/Fs  
 Magistrate's Office: Botshabelo Ref No: 20/23/Fs

**REQUIREMENTS** : A three (3) year qualification in Administration or a National Diploma Service Management (NQF Level 5) plus the module in Case Flow Management or equivalent qualification; At least three (3) years managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license; Experience in the court environment will be an added advantage. Skills and Competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Ability to supervise staff; Computer literacy.

**DUTIES** : Key Performance Areas: Coordinate and manage the financial, human resources of the office; as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Management of Security; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users;

**ENQUIRIES** : Ms. N Dywili Tel No: (051) 407 1800.  
**APPLICATIONS** : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300. Or Physical address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 930

**POST 12/17** : **WORK STUDY OFFICER: REF NO: 20/57/HR**

**SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : Degree/National Diploma in Management Services or relevant Degree (NQF level 6) containing at least Work Study I, II and III/Organisational Effectiveness I, II, and III; More than 1 year experience as a Work Study Officer; Knowledge of Public Financial Management Act (PFMA) and Public Service Regulations. Skills and Competencies: Good communication (oral and written) skills; Computer literacy (Ms Word, PowerPoint, Outlook and Internet, etc); Problem solving; Planning and organising; Interpersonal relations; Facilitation and Presentation skills; Conflict management; Project management; Negotiation skills; Report writing; Analytical skills; Research skills; Investigation skills.

**DUTIES** : Key Performance Areas: Develop functional and organizational structures in the Department; Develop norms and standards in accordance with best practice methodology and application thereof; Design, redesign and improve business processes and procedures as well as Departmental forms; Job analysis and job evaluation of posts in the Department.

**ENQUIRIES** : Mr J Maluleke Tel No: (012) 315 1090  
**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 Street, Pretoria.

<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 12/18</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate's Office: Wesselsbron Ref No: 20/28/FS Magistrate's Office: Excelsior Ref No: 20/27/FS
<b><u>REQUIREMENTS</u></b>	:	Three year Bachelor's Degree/National Diploma in Public Management Administration or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage; Skills and competencies: Sound Knowledge of Financial Management (Vote and Trust; Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; 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 service; Implement Departmental policies; Facilitate training and development of personnel; Management of performance in the office and Performance of any other duties necessary to ensure smooth office running.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms NM Dywili Tel No: (051) 407 1800 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
<b><u>POST 12/19</u></b>	:	<b><u>MAINTENANCE OFFICERS (MR-1 – MR-3) NAMAKWA DISTRICT REF NO: 47/19/NC</u></b> Re-advertisements; candidates who previously applied are encouraged to re-apply)
<b><u>SALARY</u></b>	:	R198 411 – R332 823 per annum. (Salary will be in accordance with OSD determination) The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Springbok Magistrates Court An appropriate four year recognized legal qualification (BProc or LLB); Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver's license, and willing to travel extensively within the province and beyond. Skills and Competencies: Computer literacy (MS Office); Excellent Communication skills (written and verbal); Numeric skills; Communications skills; Facilitation and mediation skills; Supervisory skills; Litigation skills; Ability to: Work with public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressurized environment; Institute proceedings in the Maintenance Act; Give effect to the provisions of the Maintenance Act and other relevant legislation concerning the enforcement of court orders, and the recover of arrear maintenance.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Phiri Tel No: (053) 802 13000 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, 7 <sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.