

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 16 November 2020

**NOTE** : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include only completed and signed Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. 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. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. 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 25/14** : **DEPUTY DIRECTOR: ASSET MANAGEMENT (DISPOSALS & LEASES): REF NO: 20/102/CFO**

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

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : A Degree/National Diploma in Commerce, Accounting, Financial Management, Supply Chain Management or equivalent qualification at (NQF level 6); 5 years' related leases and disposal management experience at supervisory/management level; Experience in the practical application of asset and inventory management reforms and frameworks; Practical Knowledge and understanding of the relevant reporting requirements such as GRAP, Modified cash standards and or IFRS; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other relevant prescripts; Understanding of BAS and JYP/SAP/BAUD systems will be an added advantage; A valid driver's license. Skills and Competencies: Advanced Computer Microsoft Excel (Ms Word, Powerpoint, Outlook and etc.); Good communication skills (verbal and written); Research and analytical skills; Strong leadership with strategic capabilities; Policy development; Monitoring and evaluation; Report writing; Accuracy and attention to detail; the ability to work independently; Presentation and facilitation skills.

**DUTIES** : Key Performance Areas: Monitor and review existence and completeness of leased assets; Monitor and review the disposal of assets; Provide inputs during the preparation of the disclosure note for the leases and the disposals for Interim and Annual Financial Statements; Manage the movement of new and old assets; Provide effective people management.

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

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: [DOJ20-102-CFO@Justice.gov.za](mailto:DOJ20-102-CFO@Justice.gov.za)

<b><u>POST 25/15</u></b>	:	<b><u>SENIOR ASSISTANT STATE ATTORNEY REF NO: 20/99/SA (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R510 432 – R1 192 947 per annum (LP5-LP6) (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>	:	State Attorney: Johannesburg 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 and office management; 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 license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Claims Court, CCMA and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of pleading and other necessary documents on behalf of clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitrations, register trusts; Provide supervision and training to debt collection clerks, junior attorneys as well as to other professional staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. E. Seerane Tel No: (012) 315 1780 Quoting the relevant reference number, direct your application to: Email Address: <a href="mailto:DOJ20-99-SA@justice.gov.za">DOJ20-99-SA@justice.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply 2. A current certificate of good standing from the relevant Law Society must accompany the application.
<b><u>POST 25/16</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT (DISPOSALS &amp; LEASES) REF NO: 20/100/CFO</u></b>
<b><u>SALARY</u></b>	:	R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria Bachelor's Degree or National Diploma in Commerce, Accounting, Supply Chain Management or equivalent qualification (NQF6); Minimum of 3 years' related financial /asset experience at supervisory level; Knowledge of PFMA, Treasury Regulations, Asset Management system and relevant prescripts; Knowledge and understanding of Asset Management framework. Skills and Competencies: Computer literacy; Research and analytical skills; Strong leadership with strategic capabilities; Policy development; Research, monitoring, evaluation and report writing; Accuracy and attention to detail; Communication skills (verbal & written); Presentation and facilitation skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Monitor and review existence and completeness of leased assets; Monitor and review the disposal of assets; Verification of inputs during the preparation of the Disclosure note for the leases and the disposal for Interim and Annual Financial Statements; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. J. Maluleke Tel No: (012)315 1090 Quoting the relevant reference number, direct your application to: Email Address: <a href="mailto:DOJ20-100-CFO@Justice.gov.za">DOJ20-100-CFO@Justice.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 25/17</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER REF NO: 20/98/SA</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 REQUIREMENTS</u></b>	:	State Attorney: Durban 3 years Degree/ National Diploma in Office administration or equivalent qualification (NQF level 6); 2 years' experience in office administration and finance; Knowledge of the Public finance Management Act, Departmental Financial Instruction and Treasury Regulations; A valid driver's license. Skills and Competencies: Computer literacy (MS office); Interpersonal relations; Communication skills (verbal and written); Planning and organizing skills; Problem solving skills; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform budget administration service on behalf of the Chief Litigation Officer; Render Human Resource services to the State

	:	Attorney office; Manage the payment of accounts and control inventory; Coordinate procurement of equipment and logistical support; Assist with the handling of enquiries and maintain office database; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M. Kooko Tel No: (012) 315 1164
	:	Quoting the relevant reference number, direct your application to: <a href="mailto:DOJ20-98-SA@justice.gov.za">DOJ20-98-SA@justice.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 25/18</u></b>	:	<b><u>ADMINISTRATION OFFICER REF NO: 20/VA38/NW</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 REQUIREMENTS</u></b>	:	Delareyville Magistrate Court
	:	Three-year Bachelor's degree/National diploma in Public Management/ Administration or equivalent; Two years relevant experience; Experience within the Court environment will serve as an added advantage; Valid driver's license. Skills and competencies: Sound knowledge of financial management (Vote and Trust Account); Sound knowledge of human resources 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 Area: Control of the sections related to Family Courts; HR and Supply Chain; Management of the finance of the office (Third Party funds and Vote Account); 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 Justice; Implement Departmental policies; Manage and maintain prescripts related to the functions of the DOJ& CD and Public Service in general; 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. L Shoai Tel No: (018) 397 7054
	:	Quoting the relevant reference number, direct your application to: <a href="mailto:RecruitmentNW-AODEL@justice.gov.za">RecruitmentNW-AODEL@justice.gov.za</a> or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
<b><u>NOTE</u></b>	:	All former contract workers and Casual Interprets of the Department of Justice and Constitutional Development are encouraged to apply.
<b><u>POST 25/19</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF THE DDG: LEGISLATIVE DEVELOPMENT AND LAW REFORM: REF NO: 20/90/LD</u></b>
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria
	:	A Secretarial Diploma or equivalent qualification at NQF Level 5; A minimum of 3 years' experience in rendering support services; Knowledge of relevant Public Service and Departmental legislation/prescripts/policies and procedures; Knowledge of financial, provisioning and Human Resource administration procedures and processes. Skills and Competencies: Communication skills (verbal and written); Interpersonal and organizational skill; Computer literacy; Numerical skills; Writing skills; Presentation skills; Ability to work under pressure and be self-motivated.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide secretarial/ receptionist support service to the manager; Provide clerical support service to the manager; Render administrative support services; Provide support to manager regarding meetings; Support manager with the administration of the manager's budget.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. P. Leshilo Tel No: (012) 357 8240
	:	Quoting the relevant reference number, direct your application to: Email Address: <a href="mailto:DOJ20-90-LD@justice.gov.za">DOJ20-90-LD@justice.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.

**POST 25/20** : **PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: 20/101/CFO**

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

**CENTRE REQUIREMENTS** : National Office: Pretoria  
: A Bachelor's Degree or National Diploma in Commerce, Accounting, Supply Chain Management or equivalent (NQF6); A minimum of 2 years relevant experience in asset/financial management or relevant experience; Knowledge of Supply Chain Management framework and Asset Management; Knowledge of Public Financial Management Act; A valid driver's license. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Conflict Management; Strong leadership capabilities; Ability to work under pressure; Report writing; Accuracy and attention to detail.

**DUTIES** : Key Performance Areas: Reconcile the accounting system with the Asset Register; Administer verification of leased assets; Administer Disposal of assets; Supervise human resources staff.

**ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No: (012) 315 1090  
: Quoting the relevant reference number, direct your application to: Email Address: [DOJ20-101-CFO@Justice.gov.za](mailto:DOJ20-101-CFO@Justice.gov.za)

**NOTE** : People with disabilities are encouraged to apply.

**POST 25/21** : **ADMINISTRATIVE OFFICER: FAMILY COURT REF NO: 20/91/CS**

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

**CENTRE REQUIREMENTS** : National Office: Pretoria  
: A Bachelors Degree or National Diploma in Administration/ Finance or any other relevant equivalent qualification; At least 1 year experience in Office Administration; Knowledge of government provisioning, supply chain and procurement processes; Knowledge of the Public Finance Management Act and budgetary/ financial management; A valid driver's license. Skills and Competencies: Interpersonal skills; Problem solving skills; Report writing skills; Project management skills; Computer literacy (MS Office); Communication skills (written and verbal); Ability to work under pressure.

**DUTIES** : Key Performance Areas: Administer the projects of domestic violence, femicide and persons with disabilities through the project management principles; Coordinate meetings, workshops and provide logistical arrangements as and when required; Draft memorandum, assist in compilation and management of the budget and expenditure report within the Directorate; Assist as Personal Assistant to the Director on an adhoc basis; Coordinate procurement of goods and services for the Directorate; Manage the payment of accounts, petty cash and control inventory.

**ENQUIRIES APPLICATIONS** : Ms M. Kganyago Tel No: (012) 315 1844  
: Quoting the relevant reference number, direct your application to: Email Address: [DOJ20-91-CS@Justice.gov.za](mailto:DOJ20-91-CS@Justice.gov.za)

**NOTE** : People with disabilities are encouraged to apply.