

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 08 February 2021

**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.

## MANAGEMENT ECHELON

**POST 02/37** : **CHIEF DIRECTOR: MASTERS OPERATIONS REF NO: 21/13/MAS**  
Re-Advertisement, Applicants who previously applied should re-apply)

**SALARY** : R1 251 183 – R1 495 956 per annum (All inclusive remuneration package).  
The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : An LLB degree or recognized four years legal qualification NQF7; 5 years proven experience in the related Master's environment; 5 years of experience at Senior Management level; NSG pre-entry certificate for SMS level is required; Sound knowledge and experience in insolvencies and liquidations, trusts, curatorship, wills and practicalities of the administration of estates and the Guardian's Fund is a requirement; A valid driver's license. 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; Sound understanding of the financial and legal aspects of the Master's environment.

**DUTIES** : Key Performance Areas: Manage and provide corporate governance to operations in terms of the enabling legislations; Manage policy development and strategy; Manage research on the Master's processes; Manage and coordinate projects; Provide effective people management.

**ENQUIRIES** : Mr. S Maeko Tel No: (012) 315 1996

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: [DOJ21-13-MAS@justice.gov.za](mailto:DOJ21-13-MAS@justice.gov.za)

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

## OTHER POSTS

- POST 02/38** : **STATE LAW ADVISER LP7- LP8 REF NO: 21/07/SLA**
- SALARY** : R763 212 – R1 266 156. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Office of The Chief State Law Adviser: Cape Town  
LLB or 4 year recognized legal qualification; At least 5 years appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Experience in Constitutional Law and Administrative Law will be an added advantage. Skills and Competencies: Legal research and legislative drafting; Advocacy; Problem solving and decision-making skills; Litigation skills; Good communication skills (written and verbal); Computer literacy; Planning and organizing skills; Analytical and report writing skills.
- DUTIES** : Key Performance Areas: Scrutinize, redraft and certify Draft Bills of all National Departments with regard to their constitutionality, quality, drafting form, style for approval and introduction; Appear before and provide legal and legislative drafting services at committees of both houses of parliament; Write legal opinions for all departments of state in the national, provincial and local sphere of government and other organs of state; Scrutinize and provide opinions on all draft international agreements and subordinate legislation referred to the office; Mediate disputes by identifying issues, developing options, considering alternatives and advising on the process of mediation; Advise and draft legal documents that provide clear motivation/ justification; Perform any functions assigned to the office by the national executive.
- ENQUIRIES APPLICATIONS** : Ms P Leshilo Tel No: (012) 357–8240  
Quoting the relevant reference number, direct your application to: Email Address: [DOJ21-07-SLA@Justice.gov.za](mailto:DOJ21-07-SLA@Justice.gov.za).
- NOTE** : People with disabilities are encouraged to apply.
- POST 02/39** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 21/06/SA**
- SALARY** : R510 432 – R1 192 947 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Polokwane  
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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Mr. M. Kooko Tel No: (012) 315 1164  
A current certificate of good standing from the relevant Law Society must accompany the application. Email Address: [DOJ21-06-SA@Justice.gov.za](mailto:DOJ21-06-SA@Justice.gov.za)
- NOTE** : People with disabilities are encouraged to apply
- POST 02/40** : **SENIOR AUDITOR: GENERAL ASSURANCE REF NO: 21/11/IA**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office: East London  
A Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 3 years' experience in Internal Auditing of which one year should be as a team leader or potential to lead a team and/or completion of the General Internal Auditing (including IAT Learnership – 3 years) Learnership from the IIA plus 2 year internal audit experience; Knowledge of the Public Finance Management Act (PFMA) , PAIA and IIA standards; Knowledge of

- Prevention and Combating Corruption Activities Act; A valid driver's licence. Skills and Competencies: Research and analytical skills; Report writing skills; Interpersonal relations; Accuracy and attention to detail; Planning and organizing; Computer literacy (MS word, PowerPoint, Outlook and Excel); Communication (written and verbal) skills.
- DUTIES** : Key Performance Areas: Supervise and participate in the development of strategic internal audit plans; Evaluate the departments controls/objectives to determine effectiveness and efficiency through internal audits; Conduct performance and general assurance services in the department; Review, collect information and compile reports to the accounting officer and audit committee; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms D Modibane Tel No: (012) 315 1668
- NOTE** : Quoting the relevant reference number, direct your application: Email Address: [DOJ21-11-IA@Justice.gov.za](mailto:DOJ21-11-IA@Justice.gov.za)
- POST 02/41** : **INTERNAL AUDITOR REF NO: 21/12/IA**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office: Bloemfontein
- : An appropriate three (3) year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 1 year experience in Internal Auditing (includes internship/learnership); Knowledge of the Public Finance Management Act; Successful candidates will be required to complete a security clearance; In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA); A valid driver's licence. Skills and Competencies: Communication (written and verbal); Financial Management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.
- DUTIES** : Key Performance Areas: Provide inputs in conducting risk assessments; Assist in planning audits assignments and conduct ad-hoc assignments for review by management; Prepare audit programmes together with the Audit Manager; Gather adequate, competent and useful audit evidence; Prepare draft reports to be reviewed by management; Conduct ad-hoc assignments and follow up audits; Assist in the administration of the Internal Audit activities.
- ENQUIRIES APPLICATIONS** : Ms MD Modibane Tel No: (012) 315 1886
- NOTE** : Quoting the relevant reference number, direct your application to: Email Address: [DOJ21-12-IA@justice.gov.za](mailto:DOJ21-12-IA@justice.gov.za)
- POST 02/42** : **HUMAN RESOURCE PRACTITIONER: CMC 1 REF NO: 21/10/HR**
- SALARY** : R257 508 – R303 339 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- : A 3 years Degree or National Diploma at NQF level 6 in HRM or equivalent qualification; Minimum of 1 year experience in Human Resource Management within the Public Service; Knowledge of Persal and relevant HR prescripts especially in relation to recruitment and selection in the Public Service. Skills and Competencies: Organizing skills; Analytical and decision-making skills; Conceptualization skills; Good computer literacy (Ms Word, Excel and PowerPoint); Communication skills (verbal and advanced written); Confidentiality, tact and discretion when dealing with people; Good intuition and understanding of people's qualities; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Render all administrative recruitment functions for the respective client branch while implementing best recruitment practices; Conduct all relevant recruitment processes to fill advertised vacancies in accordance with relevant departmental and Public Service prescripts; Obtain, record recruitment and vacancy information regarding recruitment within required timeframes; Perform public service benefit function and implement performance management incentives according to Public Service prescripts; Arrange and facilitate the security clearance of shortlisted candidates.
- ENQUIRIES APPLICATIONS** : Mr J Maluleke Tel No: (012) 315 1090
- : Quoting the relevant reference number, direct your application to: Email Address: [DOJ21-10-HR@justice.gov.za](mailto:DOJ21-10-HR@justice.gov.za)

- POST 02/43** : **LIBRARIAN REF NO: 21/08/SLA**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of The Chief State Law Adviser: Cape Town  
: 3 years relevant Degree in Library or equivalent qualification; Experience in Library; Knowledge and experience of electronic information resources and online retrieval skills; Experience in a law or legal library will be an added advantage. Skills and Competencies: Communication skills (verbal & written); Computer literacy; Interpersonal relations; Ability to work under pressure; Customer orientation; Research and planning skills.
- DUTIES** : Key Performance Areas: Manage the library books, serial collections and physical maintenance; Maintain library statistics and the central legal register; Insert replacement pages in the loose-leaf publications, statutes of RSA, bind and index bills; Conduct literature searches on Internet, Sabinet and Jutastat; Conduct reactive/ proactive research on client's requests; Oversee descriptive cataloguing, classification of books and serials.
- ENQUIRIES APPLICATIONS** : Ms P Leshilo Tel No: (012) 357 8240  
: Quoting the relevant reference number, direct your application to: Email Address: [DOJ21-08-SLA@justice.gov.za](mailto:DOJ21-08-SLA@justice.gov.za)
- NOTE** : People with disabilities are encouraged to apply.
- POST 02/44** : **CHIEF ACCOUNTING CLERK REF NO: 21/03/SA**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Johannesburg  
: A grade 12 certificate or equivalent; 3-5 years' experience required. Skills and Competencies: Planning and organization; Interpersonal relations; Good verbal written communication skills; Ability to perform routine tasks.
- DUTIES** : Key Performance Areas: Supervise and render financial accounting transactions; Manage and perform capturing and verification of invoices; Manage and perform bookkeeping support services; Render a budget support services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. E. Seerane Tel No: (012) 315 1780  
: Quoting the relevant reference number, direct your application to: Email Address: [DOJ21-03-SA@justice.gov.za](mailto:DOJ21-03-SA@justice.gov.za)
- NOTE** : People with disabilities are encouraged to apply.
- POST 02/45** : **LEGISLATIVE LANGUAGE PRACTITIONER: ISIZULU REF NO: 21/04/SLA**
- SALARY** : R257 508 – R303 339 per annum all inclusive. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of The Chief State Law Adviser: Cape Town  
: A three-year tertiary qualification majoring in IsiZulu or an equivalent qualification; Experience in working as Language Practitioner in IsiZulu will be an added advantage; A legal background will be an added advantage; Knowledge of other languages coupled with a practical understanding of the law. Skills and Competencies: Presentation skills; Language proficiency; Communications skills; Computer literacy; Translations skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Translate legislation from English to IsiZulu in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Edit Legislation in IsiZulu; Assist the office to develop legal terminology in IsiZulu for use in legislation; Interact with PANSALB and other relevant stakeholders involved in promoting the use of all official languages; Assist with the promotion and development of IsiZulu as an official language; Provide language quality control mechanisms in respect of legislation; Perform any other duties as assigned by Senior Legislative Language Practitioner.
- ENQUIRIES APPLICATIONS** : Ms P Leshilo Tel No: (012) 357–8240  
: Quoting the relevant reference number, direct your application to: Email Address: [DOJ21-04-SLA@justice.gov.za](mailto:DOJ21-04-SLA@justice.gov.za)
- NOTE** : People with disabilities are encouraged to apply.