

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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.

CLOSING DATE : 08 March 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 New Form Z83, obtainable from any Public Service Department or on the internet at 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 in a PDF format and 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. 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 06/17 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: 21/18/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, Supply Chain Management or equivalent qualification at (NQF level 6); 3 years' related financial/asset experience at supervisory/management level; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Accounting Systems, Asset Management system and other relevant prescripts; Knowledge of Asset Management framework; A valid driver's license. Skills and Competencies: Good communication skills (verbal and written); Research and analytical skills; Contract and SLA drafting skills; Strong negotiation skills; Collaborative and excellent people skills; Have flair in legalities and attention to detail and accuracy; Proactive and innovative skills; the ability to work independently and under pressure.

DUTIES : Key Performance Areas: Develop framework for Contract management including Supplier Performance Management function; Implement a disciplined contracts lifecycle management (CLM) culture; Facilitate negotiations process and contracting services; Provide Service level Agreement (SLA) drafting services; Provide support to SCM governance structures; Develop SCM performance management plan and report thereof (efficiency analysis, improvement, standard process and templates); Develop and implement SCM document management framework (e-filing structure, security, classification, repository, collaboration and automation); Monitor and evaluate performance against Departmental procurement goals; Detect SCM non-compliance, identify risks, propose mitigation plan and report progress thereof; Develop procedures for the implementation of National Treasury SCM reforms on SCM related case law; Research and liaise with legal services, state attorney's office, competition commission and or public protector on SCM related case laws, precedents and verdicts to shape and inform policy development; Solidify

		a business case for the development of the SCM CLM module to enable end-to-end management and real-time monitoring of SCM performance; Manage the movement of new and old assets; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. J. Maluleke Tel No: (012) 315 1090
	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ21-18-CFO@Justice.gov.za
<u>POST 06/18</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5- LP6) REF NO: 21/33/SA</u>
<u>SALARY</u>	:	R510 432 – R774 663 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Cape Town
	:	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 system and trust accounts; The right of appearance in the High Court of South Africa; Understanding of the State's policies and transformation object as we as the Constitution of South Africa; Experience in 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; Communication skills (written and verbal) with ability to moderate and lead people; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Represent the State in litigation and Appeal in the High Court, Magistrates' Court, Labour Court, Land Claims, Tax and Tax Tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of the various clients; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Attend to liquidation and insolvency queries, conveyancing and notarial services; Provide supervision and training to other professional staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E. Seerane Tel No: (012) 315 1780
	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ21-33-SA@justice.gov.za
<u>NOTE</u>	:	1. People with disabilities are encouraged to apply 2. A current certificate of good standing from the relevant Law Society must accompany the application.
<u>POST 06/19</u>	:	<u>ASSISTANT DIRECTOR REF NO: 21/23/MAS</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master Of the High Court: Bloemfontein
	:	Bachelor's Degree/ National Diploma or equivalent qualification in finance; 3 years relevant experience in finance environment; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions (DFI), Public Service Act and other related prescripts; A valid driver's license. skills and competencies: Supervisory skills; Planning and organizing (including time management); Leadership qualities, problem solving and decision making skills; Ability to interpret and apply policy; Computer literacy (MS Office); Communication skills (verbal and written); Team work oriented; Ability to work under pressure and independently in a highly pressurized environment; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Oversee verification of applications received and ensure daily payments; Administer and manage guardians fund and compile reconciliation statement; Facilitate approvals of payments timeously; Prepare report on fraud cases and interest losses; Check and verify guardian funds, banking and financial registers and reports; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S. Maeko Tel No: (012) 315 1996
	:	Quoting the relevant reference number, direct your application to: email address: DOJ21-23-MAS@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 06/20</u>	:	<u>ASSISTANT STATE ATTORNEY LP3-LP4 REF NO: 21/34/SA</u>
<u>SALARY</u>	:	R301 452 – R847 047 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Cape Town
	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; A certificate of good standing from the relevant Law Society; At least 2 years appropriate post qualification legal/litigation experience; At least 2 years notary experience 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).
<u>DUTIES</u>	:	Key Performance Areas: Draft, prepare and register conveyancing and Notarial documents; Give effect to the Department's Strategic plans, policies and prescripts; Provide supervision and training to other professional staff; Maintain record of work performed and provide statistics required; Perform functions normally performed by a conveyance and notary.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E. Seerane Tel No: (012) 315 1780
	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ21-34-SA@Justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 06/21</u>	:	<u>ASSISTANT MASTER, MR3- MR5 (X2 POSTS)</u>
<u>SALARY</u>	:	R257 073 – R912 504 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mthatha Ref No: 21/29/MAS Cape Town Ref No: 21/31/MAS
<u>REQUIREMENTS</u>	:	LLB Degree or four years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master's of the High Court. skills and competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.
<u>DUTIES</u>	:	Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Ensure that departmental policy, procedures and legislations are implemented; Manage the operations regarding the Guardian's Funds and resources in the office; Ensure continuous quality improvement of processes and policies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S. Maeko Tel No: (012) 315 1996
	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ21-29-MAS@justice.gov.za DOJ21-31-MAS@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.
<u>POST 06/22</u>	:	<u>ESTATE CONTROLLER EC1 (X6 POSTS)</u>
<u>SALARY</u>	:	R198 411 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Bloemfontein Ref No: 21/22/MAS Mthatha Ref No: 21/25/MAS Cape Town Ref No: 21/30/MAS
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S. Maeko Tel No: (012) 315 1996
	:	Quoting the relevant reference number, direct your application to:

Email Address: DOJ21-22-MAS@justice.gov.za
DOJ21-25-MAS@justice.gov.za
DOJ21-30-MAS@justice.gov.za

NOTE

: People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.