

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 : 03 May 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.

MANAGEMENT ECHELON

POST 13/62 : **PRINCIPAL LEGAL ADMIN OFFICER REF NO: 21/93/CLO**

SALARY : R1 057 326 – R1 245 495 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An LLB or appropriate equivalent undergraduate legal qualification (NQF7); 8 years' experience in legal services or related environment; 5 years should be at middle/senior management Level; Knowledge of the South Africa legal system, legal practices and related spheres; Knowledge of the Constitution, 1996, Knowledge of the Criminal Procedure Act, Public Finance Management Act, Knowledge and experience in office administration; A valid driver's license. Skills and Competencies: Strategic Capabilities 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 (written and verbal); Honest and Integrity.

DUTIES : Key Performance Areas: Manage the applications for Presidential Pardons in terms of the applicable Acts; Manage the process of application for expungements in terms of the applicable Acts; Manage Stakeholder Management and administration; Oversee and manage the processes of certain legal matters; Provide effective people management.

ENQUIRIES : Ms. K. Ngomani Tel No: (012) 357 8661

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-93-CLO@justice.gov.za

OTHER POSTS

- POST 13/63** : **FAMILY ADVOCATE: LP7: REF NO: 2021/37/GP**
(The Post is a Re-Advertisement: Candidates who previously applied, are encouraged to Re-Apply)
- SALARY** : R763 212 – R822 192 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate: Johannesburg
- REQUIREMENTS** : An LLB Degree or recognized 4 year legal qualification; Admitted as an Advocate; The right of appearance in the High Court of South Africa; At least 5 years appropriate post qualification, litigation experience; A valid driver's license. Skills and Competencies: Litigation; Advocacy; Legal research and drafting; Dispute resolution; Case flow management.
- DUTIES** : Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Attend to Hague matters when delegated to do so; Attend to relevant circuit courts within the provinces.
- ENQUIRIES** : Ms R Moabelo Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: BuMbanga@justice.gov.za and PRaad@justice.gov.za
- POST 13/64** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 21/VA15/NW**
- SALARY** : R733 257 – R863 748 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office: North West
- REQUIREMENTS** : Grade 12 and a recognized National Diploma/Degree in Supply Chain Management/Financial Management/Cost Accounting Management/Purchasing Management/ Public Management or equivalent; Minimum of 6 (six) experience in the Supply Chain Management environment, with at least four-year experience on management level; A valid driver's license; In-depth knowledge of Knowledge of Procurement Policy Framework Act, BBBEE , Public Finance Management Act (PFMA) and Treasury Regulations, Knowledge of Supply Chain Management Framework and Asset management . Skills and Competencies: Excellent Written and Verbal Communication; Ability to meet deadlines; Ability to interact at strategic level and implement turn-around strategies; Service delivery orientated; Must be prepared to work under pressure and preparedness to work overtime, when required as well work independently; Must be able to analyse and interpret financial information (numerical and analytical); Excellent planning, project and organizational skills; Excellent leadership skills; Skills; Good interpersonal relations; Must be able to handle customers , interpersonal relations as well as excellent conflict management skills; Must have the ability to interpret and present policies and other prescripts; Experience in computer literacy in MS Office (MS Word, MS Excel , PowerPoint and MS Outlook);
- DUTIES** : Key Performance Areas: Manage and maintain the demand management planning for the procurement of goods and services on behalf of the Region Office and its sub offices; Manage the acquisition or procurement of goods and services; Manage logistics regarding stores, warehousing and transport and vendor performance; Manage the assets and the disposal of assets; Provide effective people management
- ENQUIRIES** : Ms. L Shoai Tel No: (018) 397 7054
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: RecruitmentNW-DDSUPPLYC@justice.gov.za or The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

- POST 13/65** : **DEPUTY DIRECTOR: EXECUTIVE ASSISTANT IN THE OFFICE OF THE DIRECTOR-GENERAL (EXECUTIVE SUPPORT) REF NO: 21/100/DG**
- 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 Administration/Public Management (NQF6); 3 years management experience; Experience in Administrative environment; A Post-Graduate Diploma or Degree in Administration/Management will be an added advantage. Skills And Competencies: Communication skills (verbal & written); Presentation and facilitation skills; Research and analytical skills; Strong leadership with strategic capabilities; Project management; Computer literacy (MS Word, Excel & Power Point); Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Manage follow-ups of Director-General instructions to ensure prompt execution by relevant branches; Maintain a clear communication channel to both internal and external stakeholders; Manage and control recording and attendance to the proceedings of strategic tasks; Undertake policy or line function tasks as required; Manage general support services and resources in the office of the DG; Provide effective people management.
- ENQUIRIES** : Mr M Kekana Tel No: (012) 357 8023
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-100-DG@justice.gov.za
- POST 13/66** : **DEPUTY MASTER MR-6: REF NO: 21/97/MAS**
- SALARY** : R473 820 – R1 140 828 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office of the Chief Master: Pretoria
- REQUIREMENTS** : LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Relevant post qualification's legal service certificates will be an added advantage. Skills and Competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute Resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy; Complaints management; Project management.
- DUTIES** : Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties in terms of the Act by virtue of the delegation of South African Receiver of Revenue; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure that all functions within the office contribute towards the Strategic direction of the Masters Branch and ultimately the Departmental strategic objectives; Ensure effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution; Assist in drafting branch APP, SDIP & Operational plans.
- ENQUIRIES** : Mr S Maeko Tel No: (012) 315 1996
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-97-MAS@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 13/67** : **VETTING INVESTIGATOR: VETTING FIELD WORK REF NO: 21/86/CFO (X2 POSTS)**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria

- REQUIREMENTS** : A Bachelor's Degree/ or equivalent qualification at NQF level 6 in Social Science or related areas; A minimum of 2 years security-related experience; Vetting field work course from SSA,SAPS or Defence Intelligence will be an added advantage; A valid driver's license; Skills and Competencies: Computer literacy; Communication skills (written and verbal); Interpersonal relations skills; Report writing skills; Ability to manage conflict; Analytical skills; Planning and organizational skills.
- DUTIES** : Key Performance Areas: Conduct vetting field-work investigations; Develop and implement policies, guidelines, norms and standards in vetting investigations; Provide effective communication channels and systems between the department and the National Intelligence Agency (NIA) and other related agencies; Administer vetting file and reports; Render administrative support services.
- ENQUIRIES APPLICATIONS** : Mr SJ. Kgafela Tel No: (012) 315 1042
- NOTE** : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-86-CFO@justice.gov.za
- NOTE** : Appointment is subject to completing relevant training courses offered by State Security Agency (SSA)
- POST 13/68** : **SENIOR COURT INTERPRETER REF NO: 21/38/KZN**
(Re-advertisement)
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Ulundi
- REQUIREMENTS** : Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three year practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages; A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.
- ENQUIRIES APPLICATIONS** : Ms M. Valle Tel No: (031) 372 3000
- ENQUIRIES APPLICATIONS** : Quote the relevant reference number and direct your application to: Email Address: DOJ21-38-kzn@justice.gov.za
- POST 13/69** : **CHIEF ADMINISTRATION CLERK REF NO: 21/39/KZN**
(Re-advertisement)
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Court, Scottburgh
- REQUIREMENTS** : Grade 12 or equivalent; A minimum of 3 years' relevant experience. Skills and Competencies: Computer literacy MS Office; Good communication written and verbal; Good interpersonal relations; Able to work independently and under pressure; Attention to detail.
- DUTIES** : Key Performance Areas: Control of the sections related to Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyze statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; 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; Perform any other duties as directed by the Supervisor / Court manager or Area Court Manager.
- ENQUIRIES** : Ms V. Mlandeliso Tel No: (031) 372 3000

- APPLICATIONS** : Quote the relevant reference number and direct your application to: Email Address: DOJ21-39-kzn@justice.gov.za
- POST 13/70** : **ASSISTANT MASTER, MR3- MR5 REF NO: 21/95/MAS**
- SALARY** : 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.
- CENTRE REQUIREMENTS** : Master of the High Court: Pretoria
: 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.
- DUTIES** : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.
- ENQUIRIES APPLICATIONS** : Mr. S. Maeko Tel No: (012) 315 1996
: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-95-MAS@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 13/71** : **ESTATE CONTROLLER EC1 REF NO: 21/98/MAS**
- 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 REQUIREMENTS** : Master of the High Court: Nelspruit
: 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, Curatorships, 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 APPLICATIONS** : Mr. C. Msiza Tel No: (012) 315 4754
: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-98-MAS@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.