

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

<b><u>CLOSING DATE</u></b>	:	02 August 2021
<b><u>NOTE</u></b>	:	Interested applicants must submit their applications for employment to the email address specified to each post. The email <u>must include only</u> completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> . A CV with a font size of 10 and Arial theme font, copies 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. 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

<b><u>POST 25/34</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER (CFO) REF NO: 21/179/CFO</u></b> (Deputy Director-General Level)
<b><u>SALARY</u></b>	:	R1 521 591 – R1 714 074 per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA; Post graduate qualification (NQF level 8) Financial Management, Business Administration; A minimum of 8 years of experience at a senior managerial level; CA (Chartered Accountant)/CIMA qualification will be an added advantage as well as registration as a member of SAICA and or any other professional association related to the field. skills and competencies: Strategic leadership capability; 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.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Oversee and manage the budget, costing, reporting and internal control processes; Oversee and manage revenue, expenditure and financial reporting; Oversee Third Party Funds; Oversee supply Chain and assets management services; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Mr J Maluleke Tel No: (012) 3151090
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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. Or Email address: <a href="mailto:DOJ20-119-CFO@justice.gov.za">DOJ20-119-CFO@justice.gov.za</a>
<b><u>NOTE</u></b>	:	Women and People with disabilities are encouraged to apply.

**POST 25/35** : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 21/181/CFO**

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

**CENTRE REQUIREMENTS** : National Office: Pretoria  
 : An undergraduate qualification (NQF level 7) as recognized by SAQA in Supply Chain Management, Financial Management or Business Administration; A minimum of 6 years' experience in Supply Chain Management or Procurement of which 5 years' experience must be in Senior Management Level; Knowledge of Financial Management, Financial Accounting, Supply Chain Management and Project Management; Skills and Competencies: Strategic leadership capability; 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.

**DUTIES** : Key Performance Areas: Develop, implement and maintain of SCM policies and procedure manuals. Manage the provision of logistics and acquisition management services; manage the provision of assets management services; Manage large and strategic supplier sourcing and supplier's performance; provide effective people management.

**ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No: (012) 315 1090  
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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. Or Email address: [DOJ20-55-CFO@justice.gov.za](mailto:DOJ20-55-CFO@justice.gov.za)

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

**POST 25/36** : **CHIEF DIRECTOR: POLICY AND STRATEGY REF NO: 21/182/MAS**

**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 REQUIREMENTS** : National Office: Pretoria  
 : An undergraduate qualification NQF7 as recognized by SAQA; Bachelors degree qualification in Policy Development / Project Management; 5 years experience at Senior Management level in project management environment/strategic planning; 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.

**DUTIES** : Key Performance Areas: Manage determination and development of the Masters branch strategy; Manage consultative service to the executive management team and the Master office aimed at assisting and facilitating the strategic planning process; Manage strategy projects within the Masters branch aiming at improving the productivity and service levels to businesses and members of the public; Manage research current and proposed legislative processes which could impact on the Masters branch; Manage and co-ordinate multi-disciplinary project teams and liaise with stakeholders; Provide effective people management.

**ENQUIRIES APPLICATIONS** : Mr. S Maeko Tel No: (012) 315 1996  
 : Quoting the relevant reference number, direct your application to: Postal Address: The 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 Building, Pretoria. Or Email address: [DOJ20-68-CS@justice.gov.za](mailto:DOJ20-68-CS@justice.gov.za)

**NOTE** : Women and People with disability are encouraged to apply.