

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 16 August 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](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 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

- POST 26/56** : **HEAD: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)-GITO**  
**REF NO: 21/187/ISM**  
(Chief Director Level)
- SALARY** : R1 251 183 – R1 495 956 per annum, (All inclusive). The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : Bachelor's Degree at NQF level 7 in Computer Science/ Information Technology and Systems or equivalent qualification; A minimum of 5 years' experience on Senior Management level in Information and Communication Technology. Knowledge of all relevant governance prescripts, including Treasury instructions, Public Service Act, Public Finance Management Act, DFI, Public Service Regulations and related processes and prescripts; Knowledge of ITIL, COBIT and other ICT standards; CRISC, CISA, CGEI 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.
- DUTIES** : Key Performance Areas: Provide executive, strategic and operational leadership for the development, implementation and maintenance of the Department's ICT strategy, Governance and Architecture; Direct and facilitate ICT's role in the development, implementation and monitoring of the Department's digital government strategy; Strategically manage and oversee the design, development and implementation of ICT business solutions and applications; Strategically manage and oversee continuous ICT operations and service improvement.
- ENQUIRIES** : Mr J Maluleke Tel No: (012) 3151090
- APPLICATIONS** : 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 or email to [DOJ20-84-CFO@justice.gov.za](mailto:DOJ20-84-CFO@justice.gov.za)  
Women and People with disabilities are encouraged to apply.

**NOTE**

**OTHER POSTS**

**POST 26/57**

**OFFICE MANAGER REF NO: 21/180/MAS**

**SALARY**

R376 596 – R443 601 per annum. The successful candidates will be required to sign a performance agreement

**CENTRE**

Master Of the High Court: Mthatha

**REQUIREMENTS**

Bachelor's Degree/National Diploma in Office Administration or equivalent qualification; At least 3 years' experience in Administration environment; Knowledge of finance and procurement directives and procedures; Knowledge of all legislation and policies that inform the Department's administrative support activities; Knowledge of the core functions of the Master's Office. Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS Office); Financial management; Leadership and management skills; Analytical and presentation skills; Negotiation and numerical skills.

**DUTIES**

Key Performance Areas: Manage procurement and finance of goods and services; Manage documents and undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholder; Manage general support and resources in the office; Provide required office administrative expertise; Provide effective people management  
Mr. S Maeko Tel No: (012) 315 1996

**ENQUIRIES**

**APPLICATIONS**

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 to [DOJ20-80-MAS@justice.gov.za](mailto:DOJ20-80-MAS@justice.gov.za)

**NOTE**

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**POST 26/58**

**ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 21/VA45/NW**

**SALARY**

R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Rustenburg Magistrate Court

**REQUIREMENTS**

Grade 12 and a recognized National Diploma/Degree in Financial Management or equivalent qualification; A minimum of three (3) years relevant experience in a financial accounting/management environment, A sound knowledge of the Public Finance Management Act and National Treasury Regulations; Knowledge of BAS, Supply Chain Management and budgeting process. A valid driver's license. Skills and Competencies: Planning and organizing, Problem solving skills, Ability to work under pressure and meet tight deadlines; Computer literacy (MS Office); Administrative and organizational Skills; Sound Interpersonal Relations; Communication skills; Accuracy and attention to detail; Investigation and analytical skills.

**DUTIES**

Key Performance Areas: Identify financial problems and risks through compliance assessments and report on findings. Define and introduce financial controls, producers and methods towards sustaining a NAQ status; Identify training needs and ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions and reconcile third party funds; Monitor audit recommendation, action plan and render support to other clusters; Monitor and report on effective Supply Chain Management and Assets Management within the cluster; Provide inputs on any improvements in financial systems, processes and procedures.

**ENQUIRIES**

**APPLICATIONS**

Ms L. Shoai Tel No: (018) 397 7054

Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng

<b><u>POST 26/59</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK REF NO: 21/172/SA</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>	:	State Attorney: Pretoria Grade 12 certificate or equivalent qualification; A minimum of 3 years' experience required; Knowledge of financial and economic factors. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Conflict management; Planning and organizing skills; Numerical skills; Attention to detail; Analytical skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Supervise and render financial accounting transactions; Supervise and perform salary administration support services; Supervise and perform bookkeeping support services; Render a budget support service; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. K. Ngomani Tel No: (012) 357 8661 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: 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 Street, Pretoria.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply
<b><u>POST 26/60</u></b>	:	<b><u>ASSISTANT MASTER, MR3- MR5 REF NO: 21/190/MAS</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Master Of the High Court: Mahikeng 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 Masters 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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 to <a href="mailto:DOJ20-87-HR@justice.gov.za">DOJ20-87-HR@justice.gov.za</a>
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