

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 04 October 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. 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 33/47 : **CHIEF DIRECTOR: INTEGRATED CRIMINAL JUSTICE SYSTEM REF NO: 21/226/DG**
(5 Year Contract)
(Re-Advertisement)

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 legal qualification (NQF7) (LLB) or equivalent qualification; At least 10 years' experience in criminal justice system; 5 years' experience at a senior managerial level; Extensive knowledge and understanding of the criminal justice system; Knowledge of legislation, prescripts and policy frameworks; A valid driver's licence. Skills And Competencies: Strategic leadership capability; Programme and project management; Financial management; change management; Knowledge management; service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills (verbal and written).

DUTIES : Key Performance Areas: Facilitate the Integrated Criminal Justice strategy; Facilitate legislative reform; Coordinate and manage Domestic Stability; Facilitate communication and public Awareness; Coordinate a victim centric Justice system; Coordinate Integrated Criminal Justice System activities; Facilitate modernization of the Criminal Justice services, monitor and evaluate various initiatives; Facilitate research on Criminal Justice Services; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr M. Kekana Tel No: (012) 357 8023

: 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.
People with disabilities are encouraged to apply.

NOTE

OTHER POSTS

POST 33/48 : **DEPUTY DIRECTOR: NON-GOVERNMENT/GOVERNMENT SECTOR COORDINATION (X2 POSTS)**
(18 Months Contract Appointment)

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
Ref No: 21/227/CD, Non-Government
Ref No: 21/228/CD, Government

REQUIREMENTS : A Degree/National Diploma at NQF level 6 as recognized by SAQA in Social Science or Legal Sciences or equivalent; A minimum of 3 experience years of which 3 years should be on management level (Assistant Director); Valid driver's license. Skills And Competencies: Applied strategic thinking; Networking and building bonds; Project management; Managing interpersonal conflict and resolving problems; Impact and influence; Planning and organizing; Diversity management and Decision making; Problem solving and decision making; Developing others; Continuous improvement; Communication and information management.

DUTIES : Key performance areas: Promote participatory democracy in the country to implement the national commemorative programmes for the 25th anniversary of the Constitution; Provide guidance and manage various workloads/activities to ensure timescales and requirements are met; Undertake difficult and high-level negotiations with non-government/government stakeholders to deliver sound project outcomes; Provide expert advice on stakeholder engagement both within and externally to relevant parties; Provide effective people management.

ENQUIRIES APPLICATIONS : Ms M Kganyago Tel No: (012) 315 1844
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.

NOTE : Separate application must be make for each post by quoting relevant reference number

POST 33/49 : **ASSISTANT DIRECTOR: NON-GOVERNMENT SECTOR COORDINATION REF NO: 21/230/CD (X2 POSTS)**
(18 Months Contract Appointment)

SALARY : R376 596 + 37% 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 at NQF level 6 as recognized by SAQA in Social Science or Legal Sciences or equivalent; A minimum of 3 years relevant supervisory experience in Human Rights and Community Liaison; knowledge and understanding of Public Service Regulations and Public Finance Management Act; Valid driver's license. Skills And Competencies: Applied strategic thinking; Networking and building bonds; Project management; Managing interpersonal conflict and resolving problems; Impact and influence; Planning and organizing; Diversity management and Decision making; Problem solving and decision making; Developing others; Continuous improvement; Communication and information management.

DUTIES : Key performance areas: Promote participatory democracy in the country to implement the national commemorative programmes for the 25th anniversary of the Constitution; Provide guidance and manage various workloads/activities to ensure timescales and requirements are met; Administer the process of negotiations with non-government stakeholders to deliver sound project outcomes; Provide advice on stakeholder engagement both within and externally to relevant parties.

ENQUIRIES : Ms M Kganyago Tel No: (012) 315 1844

- APPLICATIONS** : 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.
- POST 33/50** : **ASSISTANT DIRECTOR: GOVERNMENT SECTOR COORDINATION REF NO: 21/229/CD (X2 POSTS)**
(18 Months Contract Appointment)
- SALARY** : R376 596 + 37% 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 at NQF level 6 as recognized by SAQA in Social Science or Legal Sciences or equivalent; A minimum of 3 years relevant supervisory experience in Human Rights and Community Liaison; knowledge and understanding of Public Service Regulations and Public Finance Management Act; Valid driver's license. Skills And Competencies: Applied strategic thinking; Networking and building bonds; Project management; Managing interpersonal conflict and resolving problems; Impact and influence; Planning and organizing; Diversity management and Decision making; Problem solving and decision making; Developing others; Continuous improvement; Communication and information management.
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