

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 20 December 2021

**NOTE** : Interested applicants must submit their applications for employment to the email address specified in the post. The documents 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, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Original/certified copies must be produced by only shortlisted candidates and must be produced 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 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 this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

**POST 42/79** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2021/55/MP**

**SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Regional Office; Mpumalanga

: An undergraduate qualifications (NQF level 6) as recognised by SAQA in Financial Management; 3 years at supervisory level; Knowledge financial systems - Persal; PFMA and Treasury Regulations; A valid driver's licence; Skills and Competencies: Planning & organizing; Project management; Innovative/creativity; Computer literacy; Conflict Management; Decision making; Communication (written and verbal); Change Management; Analytical thinking; Computer literacy.

**DUTIES** : Key Performance Areas: Collect and record revenue; Ensure expenditure management; Supervise employees to ensure an effective financial accounting service; Authorize payments to third parties (employer contributions to pensions funds, medical aid funds, tax contributions and reconciliations, etc.) outside payroll system; Render administrative functions

**ENQUIRIES APPLICATIONS** : Ms NC Maseko Tel No: 013 753 9300/224

: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200

**POST 42/80** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 21/143/KZN**

**SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Magistrate's Office, Durban: Serving Ethekwini Metro

: A 3 year National Diploma/Degree in Public Administration (NQF level 6) or equivalent qualification; At least 3 years supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license. Skills And Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.

- DUTIES** : Key Performance Areas: Manage finance and procurement of goods and services; Implement Human Resource services within the Magistrate Court; Provide Security services within the office; Oversee library and archives services .
- ENQUIRIES APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000  
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
- POST 42/81** : **PRINCIPAL COURT INTERPRETER REF NO: 21/144/KZN**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Nqutu  
: Grade 12 or equivalent qualification, A three (3) year National Diploma/Bachelor's Degree in Legal Interpreting or equivalent relevant qualification; A minimum of five (5) years practical experience as a Court interpreter with minimum of two (2) years supervisory experience; Proficiency in English: Proficiency in two or more indigenous languages; Driver's licence. Skills And Competencies: Excellent communication skills (written and verbal); Computer literacy (MS Office); Good Interpersonal Relations; Ability to work under pressure and solve problems; Accuracy and attention to detail; Customer Services; Planning and Organising Skills; Confidentiality and analytical thinking; Listening skills.
- DUTIES** : Key Performance Areas: Render interpreting services in complex and high profile cases, special cases, pre-trial conferences; disciplinary hearings and consultations, translate legal documents and exhibits; Assist with reconstruction of Court records; Develop terminology and coin words; Procure foreign language interpreters and casual interpreters in line with PFMA'; Control, supervise and attend to personnel administrative aspects, legal interpreting, and Language environment for interpreters; Provide mentoring and coaching to Junior/senior interpreters; Manage performance of court interpreters; Leave management for language service at the high court and develop related language glossary
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000  
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 42/82** : **COURT INTERMEDIARY, REF: 21/81/FS**
- SALARY** : R321 543 – R378 265 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office: Welkom  
: The persons or category of persons who may be appointed as Intermediaries and the requirements for such persons or category of persons in terms of Government Notice R1374 in Government Gazette 15024 of 30 July 1993 as amended by GN R360 in GG 17882 of 28 February 1997, GN R597 in GG 22435 of 2 July 2001 and as amended by GN R663 in GG 10737 of 14 July 2017 are the following: Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act 56 of 1974), and against whose names the specialty Paediatrics or Psychiatry is also registered; or, Clinical Counsellors or Educational Psychologist who are registered in terms of section 17 of the Health Professionals Act 1974(Act nr 56 of 1974); Family Counselors who are appointed as such under section 3 of the Mediation in Certain Divorce Matters Act, 1987 (Act 24 of 1987), and who are or Clinical Counsellors or Educational Psychologist as determined above or Social Workers as determined below or Educators as determined below or Child and Youth Care Workers as determined below. Social Workers who are registered as in terms of section 17 of the Social Service Professions Act, 1978, and who have two years' experience in social work and persons who obtained a Master's Degree in Social Work and who have two years' experience in social work; Educators as defined in section 1 of the South African School Act, 1996 (Act no 84 of 1996) who have obtained a minimum post Matriculation teacher's education

qualification of three years at a recognized tertiary educational institution and have at least three years' experience in teaching, and are registered in terms of section 21 of the South African Council for Educators Act 2000 (Act no. 31 of 2000) and include former or retired educators, who comply with above and whose name have not been removed from the register in terms of section 23(1) of the South African Council for Educators Act, 2000. Child care workers who have obtained a minimum post Matriculation three years at a recognized tertiary educational institution in child and youth care and have at least three years' experience in child and youth care, Previous experience as a Court Intermediaries exposed to court procedure, court etiquette, legal terms and terminology and functions of courts will be an added advantage. Experience in working with children affected by trauma and people with disabilities will be an added advantage. Knowledge of the relevant legal and regulatory framework (Constitution of the RSA, 1996; Criminal Procedure Act, 1977 (Act 51 of 1997), particularly sections 153, 158, 162 to 167 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007); Children's Act, 2005 (Act 38 of 2005) and Domestic Violence Act, 1998 (Act 116 of 1998). Applicants must please indicate their language proficiency level in English, Afrikaans, Sesotho, IsiXhosa and any other indigenous language. (Complete section D of Z83) language proficiency testing will be conducted during the interviews. Skills and Competencies; Communication and empathetic skills (with children, persons with disabilities and other traumatized witnesses); Trauma and basic counseling skills; Interpersonal relations skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills

**DUTIES** : key performance areas; Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services. Assist children to testify with the aid of anatomically-detailed dolls; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Compile and submit registers, statistics and reports; Render administration support service in court.

**ENQUIRIES** : Ms. NM Dywili Tel No: (051) 407 1800  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, OR hands deliver @ Colonial Building, 53 Charlotte Maxeke Street, Bloemfontein 9301.

**POST 42/83** : **ADMINISTRATIVE OFFICER (2 POSTS)**

**SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Barberton Magistrate Office Ref No: 2021/63/MP  
 Sabie Magistrate Office Ref No: 2021/65/MP

**REQUIREMENTS** : 3 year National Diploma/ Degree in Office Administration or related/ NQF Level 6; Three years' experience in Administration; A valid driver's license; Skills And Competencies: Planning, Organizing and Controlling; Interpersonal relations; Problem solving and analysis; Computer literacy; Listening skills; Teamwork; Communication skills; Customer focus and responsiveness.

**DUTIES** : Key Performance Areas: Administer cases flow management; Administer logistical services in the unit; Provide effective administration for the unit; Ensures effective and efficient financial management

**ENQUIRIES** : MS KN Zwane Tel No: (013) 753 9300/249  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200

**NOTE** : Separate applications must be made quoting the relevant reference number

**POST 42/84** : **PRINCIPAL COURT INTERPRETER REF NO: 2021/39/MP**

**SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Nsikazi Magistrate Office

**REQUIREMENTS** : NQF Level 4/ Grade 12; National Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF5; Proficiency in two or more

indigenous languages (preference will be given to languages used in the area): Proficiency in English; Five(5) years practical experience as a Court Interpreter; Driver's licence Language requirements: sePedi; xiTsonga; siSwati; Skills And Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem Solving; Planning and organizing; Confidentiality; Ability to work under pressure.

**DUTIES** : Key Responsibilities: Render Interpreting services; Translate legal documents and exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Perform Specific Line and Administrative support functions; Control and Supervise Interpreters

**ENQUIRIES APPLICATIONS** : Ms KN Zwane Tel No: 013 753 9300/249  
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200

**POST 42/85** : **MAINTENANCE OFFICER (MR1- MR5) REF NO: 2021/64/MP**

**SALARY** : R201 387 – R926 193 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Evander Magistrate Office  
: LLB degree or recognized 4 year legal qualification. Skills And Competencies: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Driver's licence Competencies and Skills: Communication skills (oral & written); Motivational skills; Loyalty ,honesty, ability to work under pressure, etc; Planning and organizing; Good interpersonal relations; Attention to details; Customer care; Computer literacy.

**DUTIES** : Key Performance Areas: Conduct preliminary interviews; Conduct informal maintenance enquires; Conduct formal maintenance enquires; Render administrative support

**ENQUIRIES APPLICATIONS** : MS KN Zwane Tel No: (013) 753 9300 Ext. 249  
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200

**POST 42/86** : **MAINTENANCE OFFICER MR1 TO MR3 REF NO: 21/147/KZN**

**SALARY** : R201 387 – R298 350 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Magistrate Court, Scottburgh  
: LLB degree or recognized 4-year legal qualification: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Skills and Competencies: Communication skills (oral & written); Motivational skills; Loyalty, honesty, Ability to work under pressure; Planning and organizing; Good interpersonal relations; Attention to details; Customer care; Computer literacy. Key Performance Areas: Manage/Perform duties or functions of a Maintenance Officer for Scottburgh in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

**ENQUIRIES APPLICATIONS** : Ms V.T. Mlandeliso: Tel No: (031) 372 3000  
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban