

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	31 December 2021
<u>NOTE</u>	:	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.

MANAGEMENT ECHELON

<u>POST 43/17</u>	:	<u>DEPUTY DIRECTOR GENERAL: COURT ADMINISTRATION; REF NO: 21/272/CS</u>
<u>SALARY</u>	:	R1 521 591 – R1 714 074 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria An undergraduate legal qualification or LLB (NQF 7), a post graduate legal qualification (NQF level 8) as recognized by SAQA or equivalent qualification; Admission as an Attorney or Advocate; A minimum of 8 years' experience at Senior Management level in a legal practice and justice system; Knowledge of Public Finance Management Act, 1999 and budget management; In depth knowledge of the law, courts operations, understanding of the Constitution, practical experience in legislative drafting; In depth knowledge of Public Service and its governance, Constitutional law cases, Criminal , Civil and family cases; Knowledge of all relevant governance prescripts, including Treasury instructions and Interpretation of statutes. Skills and Competencies: Strategic capability and leadership; Financial management; Project and programme management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Oversee and manage the implementation of policies, legislation and programmes that promotes the rights of vulnerable groups; Oversee, manage and monitor the provision of quality service at departmental service points; Oversee and manage the strategic support, research, policy formulation and implementation for court administration; Provide operational leadership, coordination and implementation of access to justice in the regions; Oversee, manage and coordinate ICJS (Integrated Criminal Justice system) and civil law processes and procedures; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	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.

OTHER POSTS

POST 43/18 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT: REF NO: 2021/151/GP**

SALARY : R744 255 - R876 705 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office: Gauteng
: An appropriate Degree/National Diploma in Commerce (Accounting, Management, Supply Chain Management, Auditing, Economics) Public Administration or Equivalent qualification; Five (5) years working experience in the Supply Chain Management environment, with at least three (3) years' experience as a Assistant Director level; Knowledge and understanding of Procurement Policy Framework Act, B-BBEE, National Treasury and PFMA; Knowledge of Supply Chain Management Framework and Asset Management. Skills and Competencies: People management skills; Research and analytical skills; Policy development and analysis skills; Project management skills; Financial management skills; Client orientation and customer focus skill; Presentation and facilitation skills; Communication (written and verbal) skills.

DUTIES : Key Performance Areas: Manage and maintain the Regional demand and acquisition; Establish and maintain Regional supplier database; Facilitate the Regional participation in SITA new and existing transversal term contracts; Prepare the consolidated procurement plan for the Region; Assist in the development, implementation of disposal management strategy, policies and procedures; Ensure compliance to all SCM and Departmental prescripts, policies and processes; Ensure the effective management of Fleet and Consumables (stores); Provide inputs for the Annual Financial Statements; Audit Facilitation and responses for the province; Responsible for providing secretariat functions to the Regional Disposal Committee (RDC) and Regional Control Committee (RCC) and ensure implementation of committee's recommendation; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr. A Moodley Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: Regional Office, Gauteng, Private Bag X 6, Johannesburg, 2000 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg

POST 43/19 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT; REF NO: 2021/151/GP**

SALARY : R744 255 - R876 705. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office: Gauteng
: An appropriate Degree/National Diploma in Commerce (Accounting, Management, Supply Chain Management, Auditing, Economics) Public Administration or Equivalent qualification; Six (6) years working experience in the Supply Chain Management environment, with at least three (3) years' experience as a Assistant Director level; Knowledge and understanding of Procurement Policy Framework Act, B-BBEE, National Treasury and PFMA; Knowledge of Supply Chain Management Framework and Asset Management. Skills and Competencies: People management skills; Research and analytical skills; Policy development and analysis skills; Project management skills; Financial management skills; Client orientation and customer focus skill; Presentation and facilitation skills; Communication (written and verbal) skills.

DUTIES : Key Performance Areas: Manage and maintain the Regional demand management planning for the procurement of goods and services on behalf of the Regional Offices and its sub offices; Manage the acquisition or procurement of goods and services on behalf of the Regional Offices and its sub offices; Manage logistics stores, warehousing and transport and vendor performance; Manage assets and the disposal of assets; Provide effective people management.

ENQUIRIES : Mr A Moodley Tel No: (011) 332 9000

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Regional Office, Gauteng, Private Bag X 6, Johannesburg, 2000 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
- POST 43/20** : **ASSISTANT DIRECTOR: ADMINISTRATION: OFFICE OF THE DDG CORPORATE SERVICES; REF NO: 21/258/HR**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
Bachelor's Degree/National Diploma in Public Administration, Administration or equivalent (NQF-Level 6); Minimum of 3 years' experience in supervisory level. Skills and Competencies: Computer literacy (MS Word, Excel and Power Point); Communication skills (verbal & written); Planning and organizational and controlling skills; Interpersonal relations; Problem solving skills; Maintaining discipline; Conflict resolution.
- DUTIES** : Key Performance Areas: Provide support to administrative processes of the office of the DDG: Corporate Services; Manage assets within the office of the DDG: Corporate Services; Manage of Finance and procurement of goods and services; 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 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 43/21** : **ADMINISTRATIVE OFFICER; REF NO: 21/88/FS**
(Re-Advertisement)
- SALARY** : R321 543 - R373 170 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office: Fauresmith
Three year Bachelor's degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience. Sound Knowledge of Financial Management (Vote and Trust Account), Human Resource Management, asset management; and supply chain management as well as risk management; Knowledge of PFMA, DFI, BAS and JYP; Skills and Competencies: Good interpersonal relations; Leadership and Principles of Management; Computer literacy (Microsoft packages); Communication (verbal and written) skills, Planning and organizing
- DUTIES** : Key Performance Areas: Administer case flow management; Provide general office administration support and control flow of documents; Provide logistical support services; Ensures administration of financial management; Manage human resource in the office.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili (051) 407 1800
Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 43/22** : **ADMINISTRATION OFFICER; REF NO: 21/VA72/NW**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Brits Magistrate Court
Three year Bachelor's degree/National diploma in Public Management/ Administration or equivalent; Three years administration experience; Sound knowledge of financial management (Vote and Trust Account); Sound knowledge of asset management, supply chain management and risk management; Knowledge of PFMA, DFI, BAS and JYP; Skills and competencies Computer literacy (Microsoft packages); Good interpersonal relations; Leadership and Principles of Management; Communication (verbal and writing) skills; Planning and organizing
- DUTIES** : Key Performance Areas: Coordinate and manage the financial and human resource of the office; Coordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility, Human Resource and Supply Chain; Control the section related to Family

- Court; Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Manage the facilities of the Department at Court; Coordinate ,Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Provide effective people management; Perform any other duties necessary to ensure smooth running of the office; Case flow management and the utilization and maintenance of the assets and accommodation of the Department; Manage human resource in the office.
- ENQUIRIES** : Ms. L Shoai Tel No: (018) 397 7061.
- NOTE** : All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 43/23** : **SENIOR COURT INTERPRETER REF NR: 43/21/NC/KIM**
(This is a re-advertisement, Candidates who previously applied are encouraged to re-apply)
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Kimberley
- REQUIREMENTS** : Grade 12/ NQF Level 4; National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with three (3) years' practical experience as a Court Interpreter OR Grade 12 with ten (10) years practical experience as a Court Interpreter; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Drivers' license will be an added advantage. LANGUAGE IsiXhosa, Setswana, English, Afrikaans are compulsory. Sesotho or isiZulu or proficiency in any official language will be an added advantage. Skills and Competencies: Excellent communication, Listening, Inter- personal relations; Problem solving; Planning and organizing and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure.
- REQUIREMENTS** : IsiXhosa, Setswana, English, Afrikaans are compulsory. Sesotho or isiZulu or proficiency in any official language will be an added advantage. Skills and Competencies: Excellent communication, Listening, Inter- personal relations; Problem solving; Planning and organizing and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure.
- DUTIES** : Key Performance Areas: To interpret in court of Law (Civil and Criminal matters: To interpret in small claims courts; Interpret in pre- trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings and, pre-trial, consultation, quasi and judicial Interpret non-verbal gesture, dramatization and confessions; Ensure that subordinates conclude performance agreements; Review performance agreements and give feed back to Court Interpreters; Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department; To attend to all other duties assigned to him / her from time to time and to assist with the necessary Administrative duties.
- ENQUIRIES** : Ms M Phiri Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301