

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 14 February 2022

NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. 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 licence 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 licence 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 03/43 : **REGIONAL HEAD REF NO: 22/17/CS**

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 : Regional Office: Northern Cape

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Social Science, BCom Law or qualification and / or Public Administration / Management; A post graduate qualification in Law or legal will be an added advantage; At least 6 years' experience of which 5 years must be at Senior Management level; Relevant work experience in the field of Court/Administration of Justice/ Public Administration; A valid driver's license. 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.

DUTIES : Key Performance Areas: Manage Justice Operations and related services in the regions; Manage infrastructure, facilities, auxiliary services and ICT related services; Manage Security service and monitor risk of all courts in the region; Manage and monitor justice stakeholders and customer relations; Provide effective people management.

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

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, 0001.
- NOTE** : Women and People with disabilities are encouraged to apply
- POST 03/44** : **CHIEF DIRECTOR: CONSTITUTIONAL IMPLEMENTATION REF NO: 22/18/CD**
(Re-advertisement: candidate who previously applied, may re-apply)
- 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 (NQF Level 7) as recognized by SAQA in law or LLB Degree; Post graduate qualification in the relevant field would be an added advantage; 6 years' experience in Constitutional Law, Human Rights Law and International Law; Admission as an Attorney or Advocate is an added advantage; 5 years must be at senior management level of which 3 must be at State Institution; Skills And Competencies: Applied Strategic Leadership capability; Programme and project management; Financial management and budgeting; Networking and change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and decision-making; People management and empowerment; Client orientation and customer focus; Communication skills; Planning and organizing; Diversity management; Team leadership; Managing interpersonal conflict.
- DUTIES** : Key Performance Areas: Coordinate programmes supporting government efforts in promoting, implementing and protecting human rights; Manage Human Rights programmes and Chapter 9 Institution support; Manage legislative and mandated programmes; Implement government equality programmes and policies; 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 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, 0001.
- NOTE** : Preference will be given to women and people with disability.
- POST 03/45** : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT: REF NO: 22/19/CFO**
(Re-advertisement: candidates who previously applied may re-apply)
- 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 (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: Applied Strategic Leadership capability; Programme and project management; Financial management and budgeting; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and decision-making; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
- DUTIES** : Key Performance Areas: Develop, implement and maintain all 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) 357 8591
: 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,

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| | | Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001. |
| <u>NOTE</u> | : | Preference will be given to women and people with disability. |
| <u>POST 03/46</u> | : | <u>PRINCIPAL LEGAL ADMIN OFFICER REF NO: 22/11/LD</u> |
| <u>SALARY</u> | : | R1 057 326 – R1 245 495 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | National Office, Pretoria An LLB or appropriate equivalent undergraduate legal qualification (NQF7); 8 years' experience in legal services or related environment; 5 years should be at middle/senior management level; Knowledge of the South Africa legal system, legal practices and related spheres; Knowledge of the Constitution, 1996; and the Criminal Procedure Act 1977; Knowledge and experience in office administration; A valid driver's license. Skills and Competencies: Strategic Capabilities 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 (written and verbal); Honest and Integrity. |
| <u>DUTIES</u> | : | Key Performance Areas: Manage the applications for Presidential Pardons in terms of the applicable Acts; Manage the process of application for expungements in terms of the applicable Acts; Manage Stakeholder Management and administration; Oversee and manage the processes of certain legal matters; Provide effective people management. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr. C. Zana Tel No: (012) 357 8185 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. |
| <u>POST 03/47</u> | : | <u>DIRECTOR: LOGISTICS AND ACQUISITION MANAGEMENT REF NO: 22/09/CFO</u> (This post is a re-advertisement: candidates who previously applied are encouraged to re-apply) |
| <u>SALARY</u> | : | R1 057 326 – R1 245 495 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | National Office: Pretoria An undergraduate qualification (NQF level 7) as recognized by SAQA in Financial Management, B-Com in Finance; 5 years relevant experience at the middle/senior management level; Knowledge of Public Financial Management Act, PPPFA, Departmental Financial Instruction and Treasury Regulations; Knowledge of procurement and the broader public Supply Chain Management (SCM) legislative and regulatory environment; A valid driver's license. Skills and Competencies: Strategic thinking; Budgeting and financial management; Communication and information management; Customer focus and responsiveness; Diversity management; Interpersonal and conflict management skills; Planning and organizing skills; Problem solving and decision making; Project management; Team leadership; Planning and organizing skills. |
| <u>DUTIES</u> | : | Key Performance Areas: Manage logistics and fleet management services; Oversee acquisition management; Manage and monitor review of logistical services; Provide effective people management; Manage stakeholder relationship and engagement. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr. J. Maluleke Tel No: (012) 357 8591 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. |
| <u>NOTE</u> | : | People with disabilities are encouraged to apply. |

OTHER POSTS

POST 03/48 : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING AND REPORTING REF NO: 22/08/HR**

SALARY : R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A Bachelor's Degree or National Diploma in Labour Law/Relations, Human Resources Management or related qualification; 3 years' experience in Labour Relations, Human Resources Management or any other related qualification; 3 years' experience in management level; Knowledge and understanding of Public Service Legal Framework, Public Service Regulations, Labour legislation, government policies and procedures; Skills And Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.); Financial management skills; Negotiation skills; Research and analytical skills; Communication skills (verbal and written); Managerial and project management skills; Interpersonal relations.

DUTIES : Key Performance Areas: Develop, review and maintain employee relations policies and strategies; Negotiate and manage agreements in the Departmental Bargaining Chamber; Control strike action; Produce employee relations report on progress made and results on all labour relation cases; Provide effective people management.

ENQUIRIES : Mr J Maluleke Tel No: (012) 315 1090

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/s: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001

POST 03/49 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 01/22/LMP**

SALARY : R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office: Limpopo

REQUIREMENTS : A Bachelor's Degree or National Diploma in Labour Law, Human Resources Management or related qualification; Minimum of 3 years' experience in Labour Relations, Human Resources Management or any other related qualification of which 3 years will be in management; Knowledge and understanding of Public Service legal framework; Knowledge of Public Service Regulations, Labour legislation, government policies and procedures; Knowledge and understanding of Public Service Legal Framework. Skills and Competencies: Strategic management; Communication (verbal and written); Project and financial management; Planning and organizing; Time management; Presentation and facilitation skills; Diversity management; Computer literacy (MS Office); Ability to work under pressure and meet deadlines; Accuracy and attention to details.

DUTIES : Key Performance Areas: Manage and co-ordinate the handling of grievances, disputes, misconduct and disciplinary matters; Manage the provisioning of labour relations system and support; Facilitate capacity building programmes in the labour relations fields; Facilitate the handling of appeals in the Region; Provide effective people management.

ENQUIRIES : Mr Maakamedi T.P Tel No: (015) 287 2025.

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9526, Polokwane 0700 or hand it at 92 Bok Street, Polokwane 0700.

POST 03/50 : **COURT MANAGER (X5 POSTS)**

SALARY : R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Koster Magistrate Court Ref No: 22/Va05/NW

Magistrate Lephalale Ref No: 02/22/LMP

Ermelo Magistrate Office Ref No: 2022/01/MP

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| | | Magistrate Office: Bethal Ref No: 2022/02/MP Magistrate Pretoria: Ref No: 2022/16/GP |
| <u>REQUIREMENTS</u> | : | Three (3) year qualification in Administration and / or National Diploma Services Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; Three (3) year's managerial or 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: Computer literacy; Communication skills; Motivation skills; Planning and organizing skills; Presentation skills; Financial management skills; Decision making skills; Loyalty and honesty; ability to work under pressure; Team leadership; Management of interpersonal conflict and problems solving; Customer focus and responsive. |
| <u>DUTIES</u> | : | Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Manage the projects intended to improve court management services; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements ; Manage service level agreements. |
| <u>ENQUIRIES</u> | : | Mahikeng: Ms. L Shoai Tel No: (018) 397 7054 Limpopo: Ms Mongalo MP Tel No: (015) 287 2082 or Ms Manyaja P.M Tel No: (015) 287 2026 Nelspruit: Ms. NC Maseko Tel No: (013) 753 9300/224 Gauteng: Ms RR Moabelo Tel No: (011) 332 9000 |
| <u>APPLICATIONS</u> | : | Nelspruit: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 or Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit. Mahikeng: 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. Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700. Note: Separate application must be made quoting the relevant reference number. Johannesburg: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 Or Physical Address: Regional Office –Gauteng; Department of Justice and Constitutional Development; 7 th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg Note: PWD/ Coloured Female followed by Indian Female and African Male or Female respectively |
| <u>POST 03/51</u> | : | <u>PROJECT COORDINATOR: IJS PROJECT MANAGEMENT OFFICE REF NO: 22/04/DG</u> |
| <u>SALARY</u> | : | R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | National Office, Pretoria |
| | : | Undergraduate qualification (NQF level 6) as recognized by SAQA in Project Management, Public or Business Management or ICT or equivalent; A minimum of three years relevant in the ICT and/ or project management environment; Understanding of the Public Service sector and application of legislation, policies and regulation. Skills and Competencies: Budgeting and Financial Management; Project Management; Applied Strategic Thinking; Applying Technology; Computer literacy (e.g. MS word, MS projects); Customer service orientation; Communication and Information Management; Continuous Improvement; Customer Focus and Responsiveness; Managing interpersonal and problem solving, Team membership; Service Delivery Innovation (SDI); Project management; Client Orientation and Customer Focus. |

- DUTIES** : Key Performance Areas: Coordinate IJS Projects and programmes; Coordinate internal IJS ICT service management activities; Coordinate Stakeholder relations and project communication; Coordinate budget and expenditure submissions and inputs.
- ENQUIRIES APPLICATIONS** : Ms. MD Modibane Tel No: (012) 315 1668
: 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, 0001.
- NOTE** : Preference will be given to women and people with disability.
- POST 03/52** : **PROJECT COORDINATOR: IJS CONTINUOUS IMPROVEMENT REF NO: 22/06/DG**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: Undergraduate qualification (NQF level 6) as recognized by SAQA in Project Management, Public or Business Management or ICT or equivalent; A minimum of 3 years relevant experience in supervisory; 2 years' experience in ICT and/ or project management environment; Ability to work in a team and understanding of the Public Service sector and application of legislation, policies and regulation. Skills and Competencies: Budgeting and Financial Management; Communication and Information Management; Applied Strategic Thinking; Applying Technology; Continuous Improvement; Citizen Focus and Responsiveness; Developing Others; Diversity Management; Impact and Influence; Managing interpersonal conflict; Networking and Building bonds; Planning and Organising; Problem Solving and Decision making; Project Management; ICT Service Management; Computer literacy (MS word, MS projects).
- DUTIES** : Key Performance Areas: Implement continuous improvement of the IJS programmes, systems and processes; Coordinate the integration and management of knowledge and innovation across IJS; Manage and support quality assurance processes; Support change management processes.
- ENQUIRIES APPLICATIONS** : Mr. S Kgafela Tel No: (012) 315 1668
: 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, 0001.
- NOTE** : Preference will be given to women and people with disability.
- POST 03/53** : **ASSISTANT DIRECTOR: CONDITIONS & SERVICE BENEFITS REF NO: 2022/03/MP**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Regional Office
: A three year (s) Degree or Diploma in Human Resources Management / Public Management or equivalent qualification; A minimum of 3 years' experience in Condition and Services benefits; A least 3 years' experience at Supervisory level; Experience of PERSAL; Knowledge and understanding of Magistrate Leave Regulation and Regulation of Judicial Officers in the Lower Courts; Understanding of Human Resource Management Legislation and regulatory framework; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Ability to work under pressure, analytical, organising ,planning, presentation and stakeholder liaison skills; Ability to adhere to strict deadlines.
- DUTIES** : Key Performance Areas: Manage and co-ordinate human resources administration practices concerning condition of services (Leave, Injury on duty, Long service Recognition, Overtime, Resettlements, Pensions, Allowances etc.) Manage human resources administration enquires to ensure the correct implementation of human

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| | | resource management practices; Provide inputs on policy development and inform, guide and advise the Department /Personnel on human resources administration matters; Prepare and consolidate reports on human resources administration issues to record human resource activities; Provide training on conditions of service and conduct inspections; Approve transactions on PERSAL according to delegations; Provide effective people management. |
| <u>ENQUIRIES</u> | : | Ms. NC Maseko Tel No: (013) 753 9300/224 |
| <u>APPLICATIONS</u> | : | Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Ned bank Centre, 4 th floor Nelspruit. |
| <u>POST 03/54</u> | : | <u>ASSISTANT DIRECTOR (COURT OPERATIONS) REF NO: 03/22/LMP</u> |
| <u>SALARY</u> | : | R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Regional Office Limpopo |
| <u>REQUIREMENTS</u> | : | Bachelor's Degree or National Diploma in Public Management or equivalent qualification; A minimum of 3 years supervisory experience; Knowledge and understanding of the functioning of courts; A valid driver's license; Skills and Competencies: Research and writing skills; Conceptualization, planning and organizational skills; Analytical and interpretive skills; Communication (written and verbal) skills; Good interpersonal relations; Computer literacy (MS Word, PowerPoint, Outlook, Excel). |
| <u>DUTIES</u> | : | Key Performance Areas: Co-ordinate Strategic Projects aimed at improving court performance; Co-ordinate compilation of monthly /quarterly/annual performance and statutory reports to the relevant users including National Office to Area Court Managers for the Directorate; Analyze Court Statistics for the Directorate to reflect court performance and trends; Provide support to the Directorate in managing systems supporting Case Management; Direct and maintain the necessary administrative activities, systems and protocol in the performance of duties; Provide secretariat services to various Court Operation forums. |
| <u>ENQUIRIES</u> | : | Ms Manyaja P. M Tel No: (015) 287 2026 Ms Mathosa M.F. Tel No: (015) 287 2034 |
| <u>APPLICATIONS</u> | : | Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700. |
| <u>POST 03/55</u> | : | <u>ASSISTANT DIRECTOR: SECURITY RISK AND MANAGEMENT REF NO: 22/05/FS</u> |
| <u>SALARY</u> | : | R382 245 - R450255 per annum. (The successful candidate will be required to sign a performance agreement) |
| <u>CENTRE</u> | : | Regional Office, Bloemfontein |
| <u>REQUIREMENTS</u> | : | A Degree or National Diploma Security Management/Risk Management or equivalent qualification: PSIRA Grade B, 3 years supervisory experience in Security Management; A valid driver's license thorough knowledge of the MISS 1998; Control of access to public premises and vehicle Act. 1985 (Act No, 53 of 1985); The successful candidate will be required to travel extensively, Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Project Management Skills: presentation skills; ability to work under pressure Administrative and organizational skills, Sound Good interpersonal relations; Accuracy and attention to detail: Investigation skills. |
| <u>DUTIES</u> | : | Key Performance Areas: Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region and ensure implementation of security measures at courts (Physical, Personnel, document and Information security in consultation with the Court Mangers); Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Roll out of contingency plan and OHS compliance at sub-offices within the region. |
| <u>ENQUIRIES</u> | : | Ms N Dywili Tel No: (051) 4071800 |

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag 20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

POST 03/56 : **ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: 04/22/LMP**
(Re-advert; previous applicants are encouraged to re- apply)

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

CENTRE : Regional Office, Limpopo

REQUIREMENTS : A relevant 3-year Degree/ National Diploma or equivalent qualification; At least 3 years in Human Resources Management environment of which 1 year should be in Batho- Pele, EHWP & PWD Programmes and EE plan; Knowledge of Employee Health and Wellness, Disability & Service delivery issues; A valid driver's license. Skills And Competencies: Creative analytical thinking; Planning, organizing and presentation skills; Problem solving skills; Ability to maintain confidentiality; The ability to work under pressure and meet deadlines; Computer literacy (MS Office); Report writing; Communication skills(verbal and written) and assertiveness; Accuracy and attention to details.

DUTIES : Key Performance Areas: Monitor and enhance compliance to Batho Pele Principles, values and ethics of the department and to provide status reports; Ensure implementation and compliance to departmental service standards charter; Co-ordinate and implement PWD and EHWP (Employee Health and Wellness Programmes), EAC forum and EE plan; Co-ordinate special events in relation to BP & Disability; Facilitate service delivery improvement plans; Liaise with relevant stakeholders on all service delivery matters and outreach programmes; Co-ordinate the departmental excellence awards programme.

ENQUIRIES : Mr Maakamedi T.P. Tel No: (015) 287 2025

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

POST 03/57 : **LABOUR RELATIONS OFFICER REF NO: 21/91/FS**

SALARY : R321 543 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office, Bloemfontein

REQUIREMENTS : An appropriate three (3) years National Diploma / Bachelor's Degree or equivalent qualification in Labour Relations / Human Resource Management; Minimum of three years' relevant experience in Labour Relations work; In depth knowledge and understanding of all relevant Human Resource Legislation and policies; A valid driver's license. Skills and Competencies Ability to work under pressure. Computer Literate (MS Office: Word, Excel and Power Point). Verbal and written Communication skills; ability to maintain good interpersonal relations. Problem solving skills and analytic thinking.

DUTIES : Key Performance Areas: Promote sound labour relations in the Department. Supervise the activities of subordinates entrusted with inter alia, the co-ordination and administration of Grievances, Disciplinary Hearings and Labour Relations Circulars. Define and introduce Labour Relations Procedures according to the provisions of the Labour Relations Act, most particularly, its application in the Public Service in terms of Grievances and Disciplinary hearings. Handle dispute resolutions for the GPSSBC, PSCBC, CCMA, Conciliation, Arbitration and Dismissal Disputes; Consult with the State Attorney on more complex matters; Play an active role in the management of strike; Handle correspondence and memoranda of a more complex nature and compile reports for management; Provide training on Labour Related Matters.

ENQUIRIES : Ms NM Dywili Tel No: (051) 407 1800

APPLICATIONS : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

- POST 03/58** : **ADMINISTRATIVE OFFICER REF NO: 22/04/FS**
- SALARY** : R321 543 - R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office: Tseki
- REQUIREMENTS** : Three year Bachelor's degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Knowledge of Financial Management (Vote and Trust Account), human resource management and asset management. Skills And Competencies Computer Literacy (Microsoft packages); Good interpersonal relations; Leadership skills; Communication (verbal and writing) skills, Planning and organizing.
- DUTIE** : Key Performance Areas: Co-ordinate and manage the financial, human resource, risk and security in the court; Manage the strategic, business planning process and the facility; Control of the section related to Family Courts, and Supply Chain; Manage the Third Party Funds and Vote Accounts, Criminal and Civil Court Administration Sections; General Supervision of Administration staff, implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies.
- ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 03/59** : **COURT INTERMEDIARY REF NO: 22/VA04/NW**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Molopo Magistrate Court
- REQUIREMENTS** : Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields: teaching, social work/ family counselling, child care and youth development, paediatrics, psychiatry, clinical counselling and educational psychologist; Minimum of 3 years working experience in the applicable field; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act, (Act No 116 of 1998); A Valid driver's licence. Language proficiency: Setswana, English are compulsory; Candidate must be able to speak fluent Afrikaans. Skills and Competencies: Good communication skills (written and verbal); Computer literacy (MS Office); Sound interpersonal relations; Ability to work under pressure; Knowledge of PFMA, DFI, BAS, JYP and JDAS; Good filing skills; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Provide intermediary service to children, persons with mental disabilities and other traumatized witness; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witness and make appropriate referrals, where necessary; Render administration support service in court; Assist children to testify with the aid of anatomically-detailed dolls.
- ENQUIRIES** : Ms. L Shoai Tel No: (018) 397 7054
- APPLICATIONS** : 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.
- NOTE** : All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.

- POST 03/60** : **CHIEF ADMINISTRATION CLERK REF NO: 21/94/FS**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office, Botshabelo
Grade 12 certificate or equivalent qualification; A minimum of 3 years relevant experience. Skills and Competencies: Computer literacy (MS Office, MS Excel & PowerPoint). Good Communication (Verbal and written). Good interpersonal relations and problem solving skills. Ability to work under pressure and work independently. Knowledge of PFMA, DFI, BAS and JYP.
- DUTIES** : Key Performance Areas: Render general clerical support services. Provide Supply Chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the Court/Cluster. Supervise and provide financial administration support services in the Court/Cluster.
- ENQUIRIES APPLICATIONS** : Ms. N Dywili Tel No: (051) 407 1800
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 03/61** : **SENIOR COURT INTERPRETER REF NO: RE-51/21/NC/SPR**
(Re-advertisement: People 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 REQUIREMENTS** : Magistrate Office: Springbok
Grade 12 and National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with minimum of 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; A valid drivers' license. Language 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. Entering of criminal cases in the criminal record book / register; To interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confession; Ensure that subordinates conclude performance agreements. Review performance 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 that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.
- ENQUIRIES APPLICATIONS** : Ms Deidre Joseph Tel No: (053) 8021300
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. Email or faxed applications will not be considered.
- POST 03/62** : **ADMINISTRATION OFFICER REF NO: 21/278/CS**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria

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| <u>REQUIREMENTS</u> | : | Degree/ National Diploma/ NQF level 6 or equivalent qualifications; 1-year experience in administration or general office administration; Knowledge of Public Finance Management Act and National Treasury Regulations; A valid driver's license. Skills and Competencies: Computer literacy (MS Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Interpersonal, motivational and problem-solving skills; Decision making; Creative thinking; Planning and organizing; Customer service orientation. |
| <u>DUTIES</u> | : | Key Performance Areas: Manage human, financial resources and ensure compliance with the financial standard and policies; Manage standard and policies; Facilitate research and intervention to improve court performance; Provide support and coordinate national programme to develop/improve court support service competencies/skills; Support/assist with execution of Commissions of Inquiry, Tribunals and Committees responsibilities; Provide effective people management. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. R. Sema Tel No: (012) 357 8650 |
| <u>NOTE</u> | : | 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, 0001 People with disabilities are encouraged to apply. |
| <u>POST 03/63</u> | : | <u>MAINTENANCE OFFICER (MR1- MR5) REF NO: 2022/ 04 /MP</u> |
| <u>SALARY</u> | : | 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. |
| <u>CENTRE REQUIREMENTS</u> | : | Kwaggafontein (Mkobola) Magistrate Office |
| <u>DUTIES</u> | : | LLB degree or recognized 4 year legal qualification; Basic knowledge and understanding of legal research principles; Knowledge of legal proceedings relevant to mediation, arbitration; and conciliation. Skills and Competencies: Legal Drafting skills; Languages skills; (oral & written); Motivational skills; Loyalty ,honesty, ability to work under pressure; Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy |
| <u>ENQUIRIES APPLICATIONS</u> | : | Key Performance Areas: Conduct preliminary interviews; Conduct informal maintenance enquires; Conduct formal maintenance enquires; Render administrative support. 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. |
| <u>POST 03/64</u> | : | <u>MAINTENANCE OFFICER (MR3 – MR5): REF NO: 22/VA06/NW</u> |
| <u>SALARY</u> | : | R260 928 – R926 193 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Taung Magistrate Court |
| <u>DUTIES</u> | : | LLB Degree or recognised 4 year legal qualification; At least 2 years appropriate post qualification legal experience; Extensive knowledge of the maintenance system and family law matters; Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; Proficiency in the following languages; Setswana, Afrikaans and English; A valid driver's licence. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment. Key Performance Areas: Perform the functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervise the Family Law Section; Mentor and Coach Maintenance Investigators; Ensure compliance with disciplinary code; Manage performance of subordinates. |

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 deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.