

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 21 February 2022

**NOTE** : Interested applicants may visit the following website: [www.justice.gov.za](http://www.justice.gov.za) or [www.dpsa.gov.za](http://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](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 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 04/29** : **CHIEF DIRECTOR: SECURITY MANAGEMENT REF NO: 22/21/CFO**

**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** : National Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Security Management, Law, Risk Management and Criminal Justice or equivalent qualification; 5 years' experience at senior management level; Knowledge of prescribed physical Security and access control procedures; Knowledge of legislation related to Public Security and access control; Knowledge of Minimum Information Security Standards (MISS) and Minimum Physical Security Standards; Knowledge and understanding of the legislative framework governing the public service such as Financial Management and regulatory framework/ guidelines, prescripts, the Public Service Act (Act 103 of 1994), the Public Service Regulations 2001, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act. Skills And Competencies: Strategic capability 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; and Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the provision of physical security, special events and contract management; Manage the provision of information security, screening and administration of vetting services; Manage security management policies and strategies; Develop partnership and maintain stakeholder's relations; Provide effective people management.

**ENQUIRIES APPLICATIONS** : Mr. O. Melato Tel No: (012) 315 1351  
 : 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** : Preference will be given to women and people with disability.

**POST 04/30** : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 22/20/HR**

**SALARY** : R1 057 326 – R1 245 495 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 Human Resource Management and Development, Public Administration or equivalent; 5 years' experience at middle/ senior management level; Knowledge in all aspects of Human Resource Management; Knowledge and understanding of the legislative framework governing the public service such as Financial Management and regulatory framework/ guidelines, prescripts, the Public Service Act (Act 103 of 1994), the Public Service Regulations 2001, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act. Skills And Competencies: Strategic capability 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; and Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage skills planning and development services; Manage, develop and coordinate leadership and internship strategy, policy and standards; Manage and implement performance management systems, strategy and standards; Manage, develop and coordinate study assistance policy, strategy and standards; Manage and monitor the human resource development budget; 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 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** : Preference will be given to women and people with disability.

**POST 04/31** : **DIRECTOR: IJS CONTINUOUS IMPROVEMENT REF NO: 22/22/DG**

**SALARY** : R1 057 326 – R1 245 495 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 Project Management, Information and Communication Technology; 5 years' experience at middle/ senior management level in ICT project environment; Knowledge of Corporate Governance of ICT Policy Framework; Understanding of Public Service Regulations and Public Finance Management Act. 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; and Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage and facilitate continuous improvement of the IJS programmes and processes; Manage and coordinate mechanism to facilitate the integration of IJS knowledge and innovation; Manage and facilitate the coordination of IJS quality management processes; Manage, coordinate and facilitate IJS programme change management strategies; Manage human resource related functions.

**ENQUIRIES APPLICATIONS** : Mr. O. Melato Tel No: (012) 315 1351  
 : 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** : Preference will be given to women and people with disability.

**POST 04/32** : **DIRECTOR: IJS PROJECT MANAGEMENT OFFICE REF NO: 22/23/DG**

**SALARY** : R1 057 326 – R1 245 495 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF-Level 7) as recognized by SAQA in Project Management, Information Communication Technology or equivalent; 5 years middle/senior management level in an ICT project environment; Knowledge of Corporate Governance of ICT Policy Framework; Knowledge and understanding of Justice System; Understanding of Public Service Regulations and Public Finance Management Act. Skills And Competencies: Strategic capability and leadership; Project and programme 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; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage and monitor the implementation of strategic project in the Justice Cluster; Manage IJS projects and initiatives on behalf of the JCPS-cluster; Manage IJS programme governance, risk and compliance; Manage, coordinate and report on all deliverables of the IJS programme; Manage and oversee systems development and integration support to IJS programme and projects; Provide effective people management.

**ENQUIRIES** : Mr. O Melato Tel No: 012) 315 1351

**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** : Preference will be given to women and people with disability.

**POST 04/33** : **DIRECTOR: VICTIM SUPPORT AND SEXUAL OFFENCES REF NO: 21/277/CS**

**SALARY** : R1 057 326 – R1 245 495 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification in Legal (NQF level 7) or LLB Degree; 5 years' experience at middle/ senior management; Sound knowledge of the South African legal system and its laws in particular the Constitutional Law and the domestic legal framework relating to the fight against gender based violence and femicide (GBVF) as well as the application of the international law; An experiential knowledge of the GBVF sector and the multisectoral stakeholder management; A working knowledge of criminal courts and the establishment of a victim centric justice system; Relevant experience in research and report writing including the drafting of national policies and annual reports for tabling in Parliament; Experience in Project Management; Knowledge of the Public Finance Management Act and budgetary/ financial management. 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; and Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the implementation of legal framework on sexual offences and related matters; Establish and manage the effective implementation of victim support services and related mechanisms; Manage stakeholder relations and reporting to Parliament; Manage 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 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** : Preference will be given to women and people with disability.

#### **OTHER POSTS**

**POST 04/34** : **DEPUTY DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 22/01/KZN**

**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, Durban

**REQUIREMENTS** : Degree or a 3-year National Diploma in Security Management. Grade A PSIRA Certificate registered with PSIRA. Minimum three years' management experience in Security Management; Knowledge and understanding of applicable legislation including Asset Management, Public Finance Management Act (PFMA), Treasury Regulations and Occupational Health and Safety Act; Experience and technical knowledge in the functions and use on physical security and electronic access control equipment and systems; A valid driver's license. Skills and competencies: Communication (written and verbal) skills; Project management and analytical skills; Ability to work with difficult clients and resolve conflict; Initiative and creativity; Ability to function independently and work extended hours when necessary; Cultural diversity; Strong leadership with strategic capabilities; Presentation and facilitation skills.

**DUTIES** : Key Performance Areas: Provide 24 hour guarding services at all identified Courts and ensure value for money; Provide cash in Transit services at all identified Courts; Provide information technology support services, physical security at identified Courts in terms of the National Security Infrastructure Programme; Provide security risk management services and support services in planned events of the Regional Head; Conduct security threats and risk audits; Ensure compliance with MISS, Roll out of Contingency Plan and OSHA compliance at sub offices at the Region; Coordinate report of all activities from the sub-ordinate (OHS, Physical security; Coordinate vetting of all personnel in the Region including contractors.

**ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000

**APPLICATIONS** : Quoting 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 04/35** : **SENIOR LECTURE: IT SYSTEMS TRAINING REF NO: 22/12/JC**

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

**CENTRE** : Justice College: Pretoria

**REQUIREMENTS** : Degree or Diploma in Information Technology or equivalent qualification related to Information Technology; A minimum 3 years' experience in the training environment at supervisory level; Certificate in Advanced End User Computer Skills (Ms Project, Ms work, Ms Excel and Ms Access); Advanced certificate in End User Training NQF level 6; knowledge of Information Technology; experience in applying formal training methodologies, standards frameworks and tools; knowledge of MS software (power point, Microsoft word, excel); Expert knowledge of technical skill in setting up computer based training lab; A valid driver's license. The following will serve as an added advantages: Assessor and moderator Certificate; Experience in curriculum development. Honors Degree; Skills and Competencies: Interpersonal skills; Communication skills (written and verbal); Research skills (qualitative and quantitative); Problem solving skills; Analytical thinking; Decision making.

**DUTIES** : Key Performance Areas: Manage the provision of advanced training to learners/trainees as per training programme; Manage and contribute to the designing, planning and implementing of high quality curriculum in specialized subject areas and across the Justice College; Oversee and undertake relevant research to enhance quality training and curriculum development in specialized subject areas; Manage effective people management.

**ENQUIRIES** : Ms. P. Leshilo Tel No: (012) 357 8240

**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.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 04/36</u></b>	:	<b><u>SENIOR ASSISTANT STATE ATTORNEY REF NO: 21/279/SA</u></b>
<b><u>SALARY</u></b>	:	R518 088 – R1 210 842 per annum (LP5-LP6): 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>	:	State Attorney: Mthatha An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection training to other professional staff; Provide supervision and training to other professional staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. M. Kooko Tel No: (012) 315 1963 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.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant Law Society must accompany the application.
<b><u>POST 04/37</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER MR6: REF NO: 22/03/KZN</u></b> (Re-advertisement)
<b><u>SALARY</u></b>	:	R480 927 – R859 752 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>	:	Regional Office, Durban LLB degree or 4-year recognized legal qualification; minimum of eight (8) years' appropriate post qualification legal experience; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele, Victim's Charter and Restorative Justice; A valid driver's license; Knowledge on the implementation of legislation affecting vulnerable groups; Skills and Competencies: Computer literacy, including the ability to prepare Power-point presentations and use Excel; Excellent communication skills (both verbal and written); Leadership skills; Ability to do Presentations, public education and training; Good inter-personal and inter-cultural relations and ability to liaise with senior officials and stakeholders Problem solving skills; Ability to compile reports and analyze statistics; Report writing and drafting skills; Time management skills; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage State losses within the Department i.e. deal with disposal, recovery and mitigation of losses; Identify and conduct training of officials dealing with Vulnerable Groups at the courts; Manage special projects on Gender, Persons with disabilities and the Elderly; Represent the Regional Office on Inter-Departmental Committees; Manage the implementation of various pieces of legislation aimed at protecting the rights of vulnerable groups; Conduct outreach events and trainings on various pieces of legislation; Ensure that the strategic responsibilities in respect of Regional Civil Courts, Sexual Offences Courts, Small

		Claims Courts, Equality Courts and Restorative Justice are met; Respond to petitions, representations and complaints from members of the public, civil society and other Government Departments. Manage statutory appointments.
<b><u>ENQUIRIES</u></b>	:	Ms M.P. Khoza Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	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
<b><u>POST 04/38</u></b>	:	<b><u>COURT MANAGER (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Vanderbijlpark Ref No: 2022/15/GP Magistrate, Mount Ayliff Ref No: 9/22EC Magistrate Court, Esikhawini Ref No: 22/02/KZN Magistrate Office Hartswater, Ref No: 03/22/NC/HAR: (Re-Advertisement: (People who previously applied are encouraged to re-apply) Magistrate office Barkley west, Ref No: 57/21/NC/BKW
<b><u>REQUIREMENTS</u></b>	:	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; At least 3 years managerial or supervisory experience; Experience in office and district administration; Knowledge of Public Finance Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license; Skills and Competencies: Computer literacy. Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Computer Literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Compile an analyze court statistics to show performance trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage the communication and relations with the internal and external stake holders; Manage service level agreements.
<b><u>ENQUIRIES</u></b>	:	Gauteng: Ms RR Moabelo Tel No: (011) 332 9000 East London: Ms N Nghona Tel No: (043) 702 7000 / 7138 KwaZulu-Natal: Ms D Kistoo Tel No: (053) 8021300 Ms D Kistoo Tel No: (053) 8021300
<b><u>APPLICATIONS</u></b>	:	<b>Johannesburg:</b> 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 <sup>th</sup> floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg <b>Kimberley:</b> The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand deliver at the New Public Building, (Magistrates Court) Corner Knight and Stead Streets, 7 <sup>th</sup> floor, Kimberley, 8301. <b>East London:</b> Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200 <b>KwaZulu-Natal:</b> Quoting 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.
<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number.
<b><u>POST 04/39</u></b>	:	<b><u>PROJECT COORDINATOR: STRATEGIC PROJECT MANAGEMENT OFFICE</u></b> <b><u>REF NO: 22/05/DG</u></b>
<b><u>SALARY</u></b>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	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 supervisory experience; 2 years' experience in 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; Communication and Information Management; Applied Strategic Thinking; Applying Technology; Continuous improvement; Citizen Focus and responsiveness; Developing others; Diversity Management; Impact and Influence; Managing interpersonal and problem solving, Networking and building bonds; Planning and organising; Decision making; Project management; ICT Service management; Computer literacy (MS word, MS projects).

**DUTIES** : Key Performance Areas: Identify and develop strategic plan projects in the department; Monitor IJS Portfolio/ Programme governance and compliance; Support management of project risks and issues; Provide administrative support;

**ENQUIRIES** : Ms. MD Modibane Tel No: (012) 315 1668

**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** : Preference will be given to women and people with disability.

**POST 04/40** : **PROJECT COORDINATOR: STRATEGIC PROJECT MANAGEMENT OFFICE**  
**REF NO: 22/05/DG**

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

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : Undergraduate qualification (NQF-Level 6) as recognized by SAQA in Project Management, 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 and resolving problems; Networking and Building bonds; Planning and Organising; Problem Solving and Decision making; Project Management; Financial Management; ICT Service Management; Computer Literacy (MS word, MS projects).

**DUTIES** : Key Performance Areas: Identify and develop strategic plan projects in the department; Monitor IJS Portfolio/ Programme governance and compliance; Support management of project risks and issues; Provide administrative support.

**ENQUIRIES** : Ms. MD Modibane (012) 315 1668

**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

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**POST 04/41** : **ADMINISTRATIVE OFFICER (X4 POSTS)**  
(Re-Advertisement)

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

**CENTRE** : Magistrate Court, Durban (Point Family Court): Ref No: 22/08/KZN  
Magistrate's Court, Ref No: 22/09/KZN  
Magistrate's Court, Chatsworth, Ref No: 22/10/KZN  
Regional Office, Durban (Office of the Regional Head), Ref No: 22/11/KZN

**REQUIREMENTS** : Three year Bachelor's degree /National Diploma in Administration or relevant equivalent qualification: At least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable

- legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to details.
- DUTIES** : Key Performance Areas: Control the sections related to Family Courts, Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; General supervision of administrative staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager.
- ENQUIRIES** : Ms V.T. Mlandiso Tel No: (031) 372 3000
- APPLICATIONS** : 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
- NOTE** : Separate application must be made quoting the relevant reference number.
- POST 04/42** : **PRINCIPAL COURT INTERPRETER REF NO: 6/22EC**
- SALARY** : R321 543 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Mthatha
- REQUIREMENTS** : NQF level 4 / Grade 12 and a Diploma in Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Five (5) years of practical experience as court interpreting with minimum two years' supervisory experience. Proficiency in English; Proficiency in two or more indigenous languages; A valid driver's license. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Quarterly and annual assessments of interpreters; Procure Foreign Language Interpreters and Casual Interpreters in line with the PFMA.
- ENQUIRIES** : Mrs. N Nghona Tel No: (043) 702 7000 / 7138
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200
- POST 04/43** : **ASSISTANT STATE ATTORNEY (X4 POSTS)**
- SALARY** : R305 973 – R859 752 per annum (LP3-LP4). (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office of the State Attorney: Johannesburg Ref No: 21/266/SA (X1 Post)  
Cape Town Ref No: 21/274/SA (X3 Posts)
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical skills; Supervisory and mentoring skills; Problem solving and conflict management.
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA; Draft and / or settle all types of agreements on behalf of the various clients; Render legal opinion and advice; Handle all forms of arbitration, including inter-departmental arbitrations and debt collection. A current certificate of good standing from the relevant law Society must accompany the application.



**ENQUIRIES** : Ms. KC Ngomani Tel No: (012) 357 8664 & Mr. E Seerane Tel No: (012) 315 1780

**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.

**NOTE** : People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.

**POST 04/44** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1 -3 (X2 POSTS)**

**SALARY** : R261 456 – R452 106 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE** : family advocate: Johannesburg Ref No: 2022/09/GP  
Durban Ref No: 22/04/KZN

**REQUIREMENTS** : Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Knowledge and experience in Mediation; Court Experience in rendering expert Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children’s Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers’ license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

**DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes.

**ENQUIRIES** : **Gauteng:** Mrs RR Moabelo Tel No: 011 332 9000  
**KwaZulu-Natal:** Ms VT Mlandiso Tel No: (031) 372 3000

**APPLICATIONS** : **Gauteng:** Quoting the relevant reference number, direct your application to: Private Bag X6, Johannesburg, 2000 7th Schreiner Chambers, Cnr Prichard and Krui street, Johannesburg.  
**Durban:** Quoting the relevant reference number, 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.

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

**POST 04/45** : **MAINTENANCE INVESTIGATOR REF NO: 22/14/KZN**

**SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign performance agreement.

**CENTRE** : Magistrate Courts, Ntuzuma

**REQUIREMENTS** : A Grade 12 certificate with two years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); Knowledge and understanding of working with the public in a professional and empathetic manner; Understanding of all services and procedures in the area of maintenance and other areas of family law; Knowledge of legal terminology and processes in simple language;. A valid driver’s license; Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Manage time, Good facilitation skills; innovatively and work under pressure.

**DUTIES** : Key Performance Areas: Ensure tracing of persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Render any administrative support to the office; Perform any other administrative functions as required from time to time; Serve documents on complainants/respondents/banks/employers/ etc. Assist the court in the conducting of maintenance matters.

**ENQUIRIES APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000  
: Quoting 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 04/46** : **SENIOR HUMAN RESOURCE OFFICER (RECRUITMENT & SELECTION) REF NO: 20/15/KZN**

**SALARY** : R261 372 - R307 890 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Regional Office, Durban  
: Grade 12 certificate or equivalent with 3 years' experience in Human Resources in the Public Service. Extensive knowledge of Persal system and successful completion of Persal introduction and Persal Administration courses. A valid driver's license. Skills and Competencies: Excellent Communication (written and verbal) skills; Computer literacy (Ms Word and Excell), Good interpersonal relations; Accuracy and attention to detail.

**DUTIES** : Key Performance Areas: Implement transactions in respect of Recruitment and Selection, Transfers, Promotions, Probations, Grade Progression, Payment of Casual Interpreters and maintenance of the Establishment; Provide general administrative support and efficient resource management and administration; Supervise the implementation of Human Resource functions; Check and approve transactions on persal; Respond to verbal and written enquiries related to Human Resources; Provide monthly statistics of above HR functional matters and analyze reports; Give in-service functional training to sub-ordinates.

**ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000  
: Quoting 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 04/47** : **CHIEF ADMINISTRATION CLERK (X2 POSTS)**

**SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate Courts, Durban Ref No: 22/12/KZN  
: Scottburgh Ref No: 22/13/KZN

**REQUIREMENTS** : Grade 12 or equivalent; A minimum of 3 years' relevant experience. Skills and Competencies: Computer literacy MS Office; Good communication (written and verbal); Good interpersonal relations; Able to work independently and under pressure; Attention to details.

**DUTIES** : Key Performance Areas: Manage related to Family court, Supply Chain management and Human Resource; Supervise the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Manage the facilities of the department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice; Implement departmental policies; Perform any other duties as directed by the Supervisor / Court manager or Area Court Manager.

**ENQUIRIES APPLICATIONS** : Ms C.S Sikhonde 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

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

**POST 04/48** : **MAINTENANCE OFFICER MR 3 REF NO: 2022/08/GP**

**SALARY** : R260 928 - R298 350 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Magistrate Randburg  
: LLB Degree or recognized 4 years' legal qualification; At least 2 years appropriate post qualification legal experience; Extensive knowledge of the maintenance

system and family law matters; Proficiency in the following languages: English, South Sotho and Afrikaans; Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance; A valid driver's license. Skills and Competencies: 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.

**DUTIES** : Key Performance Areas Perform the duties or 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, coach and ensure compliance with disciplinary code.

**ENQUIRIES APPLICATIONS** : Ms. RR Moabelo Tel No: (011) 332 9000  
: 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<sup>th</sup> floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg

**POST 04/49** : **MAINTENANCE OFFICER MR 2 REF NO: 2022/24/GP**

**SALARY** : R233 712 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Magistrate Protea  
: LLB Degree or recognized 4 years' legal qualification; At least 1 years' appropriate /recognizable experience after obtaining the relevant legal qualification; Proficiency in the following languages: English and Sesotho; Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; A valid driver's license. Skills and Competencies: Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.

**DUTIES** : Key Performance Areas Perform the duties or 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, coach and ensure compliance with disciplinary code.

**ENQUIRIES APPLICATIONS** : Ms V Shiburi or Ms P Raadt Tel No: (011) 332 9000  
: 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<sup>th</sup> floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg

**POST 04/50** : **REGISTRAR MR1 TO MR5 (X3 POSTS)**

**SALARY** : R201 387 – R378 990 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate's Office, Newcastle: (The successful candidate will also serve Madadeni, Ladysmith and Dundee Magistrate courts): Ref No: 22/05/KZN  
: Magistrate's Office, Pongola: (The successful Candidate will also serve Vryheid, Nongoma and Ingwavuma Magistrate Courts) Ref No: 22/06/KZN  
: Magistrate's Office, Pinetown: Ref No: 22/07/KZN

**REQUIREMENTS** : LLB degree or recognized 4 year legal qualification; Zero to at least 8 years' appropriate post qualification legal experience. A valid driver's license. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.

**DUTIES**

: Key Performance Areas: Coordinate Case Flow Management support services to the judiciary; Process and grant judgments by default as required by the Magistrates Court Act, 1944 at the court where stationed; Issue court orders; Manage the civil and criminal Sections, including divorce cases; Implement rules, procedures and practices and costs periodically in co-operation with the judiciary and Court Manager; Manage court information relating to civil and criminal sections including the keeping of statistics and the submission of returns to the Court Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Manage tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, acts and rules; Ensure writing and responding to correspondence; Provide effective people management

**ENQUIRIES**

: Ms C.S Sikhonde Tel No: (031) 372 3000

**APPLICATIONS**

: 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.

**NOTE**

: Separate application must be made quoting the relevant reference number.