

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 28 February 2022

NOTE : Interested applicants must submit their applications for employment to the address specified to each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will

OTHER POSTS

POST 05/66 : **FAMILY ADVOCATE REF NO: 26/2022/FA/WC**

SALARY : R774 660 – R1 285 149 per annum (LP 7/8), (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Family Advocate, Cape Town

REQUIREMENTS : An LLB Degree or recognized four (4) year legal qualification; At least five (5) years appropriate post qualification litigation experience; Admission as an Advocate. Skills and Competencies: Good communication skills, (both verbal and writing); Research; Investigation; Monitoring and evaluation; Report writing skills; Diversity Management, Dispute and Conflict resolutions skills.

DUTIES : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereof; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure; Attend to all relevant circuit courts within Western Cape.

ENQUIRIES : Advocate N Britz Tel No: (021) 426 1216

APPLICATIONS : Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.

FOR ATTENTION : Mr. M Koopman

POST 05/67 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 19/2022/WC**
Directorate: Court Operations

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

CENTRE : Regional Office, Cape Town

REQUIREMENTS : Three-year Degree/ National Diploma in Public Administration or equivalent qualification; 3 years' experience in an Administrative environment at supervisory

		level; Knowledge of Public, procurement processes, financial administration processes; Public Finance Management Act (PFMA); A valid driver's license. Skills and Competencies: Computer literacy skills; Numerical skills; Problem solving and conflict management skills; Report writing skills; Communication skills (verbal and written); Basic project management skills; Decision making skills; Interpersonal relations and leadership skills; Ability to work independently and as part of a team; Work on own initiative/ innovative; Ability to work under pressure etc.
<u>DUTIES</u>	:	Key Performance Areas: Draw, analyse and compile monthly reports on performance information; Providing training to all courts in the Region; Perform monitoring and evaluation Function; Assess and analyses the risk report and provide necessary guidance.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N. Bekwa Tel No: (021) 469 4000
	:	Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5 th Floor, Cape Town.
<u>FOR ATTENTION</u>	:	Ms. W. Nguyuzza
<u>POST 05/68</u>	:	<u>ASSISTANT DIRECTOR: STAKEHOLDER AND INFORMATION REF NO: 22/10/CD</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
	:	Bachelor Degree/National Diploma in Public Administration/Project Management/Communication; A minimum of 3 years' experience at supervisory level; Knowledge of Government prescripts; Understanding of Public Service Regulations, Public Finance Management Act and TRC processes. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; 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 organizing; Problem solving and decision making; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Manage stakeholder database; Repackage and disseminate information to various stakeholders; Strengthen and maintain internal and external stakeholder relationships; Conduct research on relevant topics; Facilitate victim support services.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M. Mokoena Tel No: (012) 357 8650
	:	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.
<u>POST 05/69</u>	:	<u>ASSISTANT DIRECTOR: POLICY PLANNING REF NO: 22/15/CS</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
	:	Bachelor's Degree/National Diploma in Public Administration/Project Management or equivalent qualification; A minimum of 3 years' experience at supervisory level; Knowledge of Government prescripts; Understanding of Policy Development processes, Public Service regulation and Public Finance Management Act. Skills and competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; 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 organizing; Problem solving and decision making; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the development of policies, guidelines and procedures; Facilitate the implementation and monitoring of policies; Provide

	:	administrative support to the establishment of Commissions of inquiry and projects; Manage stakeholders relationship and engagement.
<u>ENQUIRIES</u>	:	Mrs. R Sema Tel No: (012) 357 8650
<u>APPLICATIONS</u>	:	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.
<u>POST 05/70</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER SPRINGBOK CLUSTER REF NO: 04/22/NC/RO</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Servicing Springbok Cluster Courts: Calvinia, Frasersburg, Garies, Pofadder, Port Nolloth, Springbok, Sutherland, Williston. Headquarters: Springbok
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma in Finance /Accounting or equivalent; At least three years' experience in a financial environment of which at least two years' experience should be in a supervisory capacity; Knowledge and understanding of the PFMA, Treasury Regulations and relevant government regulations and policies; Knowledge and practical experience of BAS, Supply Chain Management and budgeting process within government; Knowledge of Moja Pay (SAP System) / Third Party Funds. Skills and Competencies: Computer literacy; verbal and written communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure and overtime, Training facilitation, people and motivational skills, a valid driver's licence.
<u>DUTIES</u>	:	Key Performance Areas: Identify financial problems and risks by compliance assessments and report findings to the Court Manager, Area Court Manager, and the Regional Director Finance; Define and introduce financial control, procedures and methods towards sustaining a NAQ status; Identify training needs and ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions; Monitor and render support with cluster's monthly reconciliation of third party funds, petty cash management, payroll certification, BAS procurement and payment processes, creditor management, and cash deposits and receipts management; Monitor audit recommendations and implementation of the audit action plan to ensure compliance; Monitor and support courts with budget formulation, allocation, executing and reporting; Monitor and report on supply chain, asset and fleet management processes within the cluster; Assist and support with the implementation of financial systems; Perform investigations.
<u>ENQUIRIES</u>	:	Ronel de Klerk Tel No: (053) 802 1346
<u>APPLICATIONS</u>	:	Quote the relevant reference number and 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, 7 th floor, Kimberley, 8301. Email or faxed applications will not be considered.
<u>POST 05/71</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER DE AAR CLUSTER: REF NO: 50/21/NC/RO</u> Re-advertisement, all applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Servicing De Aar Cluster Courts: De Aar, Britstown, Carnarvon, Colesberg, Douglas, Griekwastad, Hanover, Hopetown, Noupoot, Philipstown, Prieska, Richmond Headquarters: De Aar Victoria West.
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma in Finance /Accounting or equivalent; At least three years' experience in a financial environment of which at least two years' experience should be in a supervisory capacity; Knowledge and understanding of the PFMA, Treasury Regulations and relevant government regulations and policies; Knowledge and practical experience of BAS, Supply Chain Management and

- budgeting process within government; Knowledge of Moja Pay (SAP System) / Third Party Funds. Skills and Competencies: Computer literacy; verbal and written communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure and overtime, Training facilitation, people and motivational skills; A valid driver's license.
- DUTIES** : Key Performance Areas: Identify financial problems and risks by compliance assessments and report findings to the Court Manager, Area Court Manager, and the Regional Director Finance; Define and introduce financial control, procedures and methods towards sustaining a NAQ status; Identify training needs and ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions; Monitor and render support with cluster's monthly reconciliation of third party funds, petty cash management, payroll certification, BAS procurement and payment processes, creditor management, and cash deposits and receipts management; Monitor audit recommendations and implementation of the audit action plan to ensure compliance; Monitor and support courts with budget formulation, allocation, executing and reporting; Monitor and report on supply chain, asset and fleet management processes within the cluster; Assist and support with the implementation of financial systems; Perform investigations.
- ENQUIRIES APPLICATIONS** : Ronel de Klerk Tel No: (053) 802 1346
: Quote the relevant reference number and 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 05/72** : **LABOUR RELATIONS OFFICER REF NO: 2022/15/ MP**
Re-advertisement, candidates who had previously applied are encouraged to re-apply
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office Mpumalanga
: 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: Deal with grievances in the Public Service; Represent the Department at Disciplinary Hearings or Chair Disciplinary hearings when so appointed; Investigate allegation of misconducts; Represent the Department at Dispute level; Assist in management of strike; Compile memorandum submissions, for consideration by Management; Advise Management on Labour Relations matters; Compile statistics and Monthly reports; Assist in Training on Labour Relations Matters.
- ENQUIRIES APPLICATIONS** : Ms KN Zwane Tel No: (013) 753 9000 Ext 249
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag, X11249, Nelspruit, 1200.
- POST 05/73** : **ADMINISTRATIVE OFFICER REF NO: 2022/11/MP**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mkhondo Piet Retief: Magistrate Office
: A three (3) year Degree/National Diploma in Office Administration or equivalent qualification (NQF Level 6) and 3 years' experience in office administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; Driver's license will be an added advantage. Skills and Competencies: Planning,

organizing, controlling; Interpersonal relations; Problem solving and analysis; Listening skills; Teamwork; Communications skills; Computer skills; Customer focus and responsiveness.

DUTIES : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Compile statistics to show performance and trends; 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 service; Provide effective people management. Perform any other duties necessary to ensure smooth running of the office Control case flow management and the utilization and maintenance of the assets and accommodation of the Department.

ENQUIRIES : Ms. KN Zwane Tel No: (013) 753 9300/249
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag 11249, Nelspruit, 1200, or Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit.

POST 05/74 : **ADMINISTRATIVE OFFICER REF NO: RE-59/21/NC/CAR**
Re-advertisement, all applicants who previously applied are encouraged to re-apply

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

CENTRE : Magistrate Office Carnavon
REQUIREMENTS : Three-year Bachelor's degree /National Diploma in Administration or relevant equivalent qualification and 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 detail.

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; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop 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; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.

ENQUIRIES : Ms S Segopa Tel No: (053) 8021300
APPLICATIONS : 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 05/75 : **COURT INTERMEDIARY REF NO: 01/22/NC/KBY**

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

CENTRE : Magistrate Office Kimberley
REQUIREMENTS : Three-year Bachelor's degree / National Diploma / Academic Qualification in one of the following fields: Teaching, Social work/ Family Counselling, Child Care and

Youth Development, Pediatrics, Psychiatry, Clinical counseling, educational psychologist. Applicants must be duly registered with the relevant professional / scientific organization / body in their field of specialization. A valid driver's Code EB license; Minimum of three (3) years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be an added advantage; Knowledge of relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1997 (Act No 51 of 1977), particularly sections 153, 158 and 170A; 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). Skills and Competencies Communication Skills and empathic, listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills, Interpersonal Relations; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word; PowerPoint, Outlook, Excel); Problem solving and decision-making skills. Language Requirements: A Combination of The Following Will Be Considered. Fluency in! Xun, Khwe Afrikaans and English.

DUTIES : Key Performance Areas: Provide Intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services Maintain the Intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administrative support service in court; Assist children to testify with the aid of anatomically detailed dolls.

ENQUIRIES APPLICATIONS : Ms. M Phiri Tel No: (053) 802 1300
: 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 05/76 : **ASSISTANT STATE ATTORNEY REF NO: 22/24/SA**

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 REQUIREMENTS : State Attorney: Mafikeng
: 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 license; Conveyance experience. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Communication skills (written and verbal); Strategic and conceptual orientation; Creative and analytical skills; Supervisory and mentoring skills Problem solving and conflict management; Accuracy and attention to detail.

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 opinions and advice; Handle all forms of inter-departmental arbitrations and debt collection; Represent in matters of arbitration proceedings.

ENQUIRIE APPLICATIONS : Mr. E. Seerane Tel No: (012) 315 1780
: 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 : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.

POST 05/77 : **SOCIAL WORKER/ FAMILY COUNSELLOR (GRADE 1) (X3 POSTS)**

SALARY : R261 456 – R303 093 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Family Advocate, Cape Town Ref No: 23/2022/FA/WC
Mitchells Plain Ref No: 22/2022/FA/WC
Worcester, Ref No: 21/2022/FA/WC

REQUIREMENTS : Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP (SA Council for Social Service Profession); Appropriate experience in social work after registration as Social Worker 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 management; 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 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; Conduct inquiries and interview parties and source references in family law disputes to townships and rural areas.

ENQUIRIES : Advocate N Britz at Tel No: (021) 426 1216

APPLICATIONS : Please forward your application to: Regional Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town

FOR ATTENTION : Mr. M Koopman

NOTE : Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not apply. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.