

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 14 March 2022

NOTE : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed 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. Application that do not comply with the above specifications will be disqualified 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 this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 07/17 : **MASTER REF NO: 22/66/MAS**
(This is a re-advertisement: Applicants who previously applied may re-apply)

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 : Master of the High Court: Pietermaritzburg

REQUIREMENTS : An LLB Degree or 4 years recognized legal qualification at NQF level 7; 5 years' experience should be at middle/ senior management level; Experience in the functional fields and services provided by the Masters of the High Court; Knowledge and experience in the Master's environment; Knowledge of the Administration of Estate Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; A valid driver's license. Skills and Competencies: Financial management; Leadership; Strategic and conceptual orientation; Administration of estates; Communication skills; Computer literacy; Change management; People development and empowerment; Project management; Time management; Ability to work in a highly pressurized environment.

DUTIES : Key Performance Areas: Provide strategic direction and direct operations of the Master of the High Court; Monitor and improve the administration of Guardian Funds service and deceased estates services; Manage, monitor and improve the administration of curatorship services; Manage, monitor and improve the administration of insolvency services and trust services; Provide strategic leadership and guide the roll-out of PEAS (Paperless Estate Administration System) to strategic service points within the jurisdiction of the office of the Master Durban; Provide effective people management.

ENQUIRIES : Mr. S. Maeko Tel: (012) 315 1996

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 disabilities.

OTHER POSTS

- POST 07/18** : **COURT MANAGER REF NO: 2022/38/GP**
- SALARY** : R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Kempton Park
: 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
- DUTIES** : 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 and 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 service level agreements.
- ENQUIRIES APPLICATIONS** : Ms R R 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; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg.
- POST 07/19** : **ASSISTANT DIRECTOR: PAYROLL: REF NO: 30/2022/WC**
(Directorate: Finance)
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Cape Town
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management; Three (3) years' experience in financial management of which 3 years must be at supervisory level; Knowledge of Public, procurement processes, financial administration processes; Public Finance Management Act (PFMA). Skills and Competencies: Computer literacy skills; Applied strategic thinking; Budgeting and Financial Management skills; Communication and Information Management skills; Diversity Management skills; Managing interpersonal conflict and resolving problems; Planning and organising skills; Project Management; Team leadership; Research and analytical skills; Accuracy and attention to details; Payroll administration; Budget Management and costing
- DUTIES** : Key Performance Areas: To provide a financial support service to the Regional Office; Coordinate payment processing; Budget Management; Provide financial Accounting Services; Provide Banking and Cash Management; Coordinate Audit etc.
- ENQUIRIES APPLICATIONS** : Ms M Zietsman Tel: (021) 462 5471
: Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5th Floor, Cape Town.
- FOR ATTENTION** : Ms W Nguyuzza
- POST 07/20** : **ASSISTANT DIRECTOR: GENDER REF NO: 22/55/DG**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: LLB, B.Proc or equivalent qualification; A minimum of three years' experience in policy and legislative development, gender mainstreaming, gender equality and related matters; 3 years must be at supervisory level; Knowledge of Public

Service Regulations, Acts and Treasury Regulations; Knowledge of South African legislative process and gender equality related legislation. Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS Word, Excel, Power Point and Outlook); Interpersonal relations; Report writing skills; Ability to interpret and apply legislations, policies and regulations; Analytical skill; Planning and organizing; Knowledge management Project management.

DUTIES : Key Performance Areas: Facilitate a gender-based review of Legislation and Policy and to integrate gender equality analysis to legislation and policy development; Conduct research for monitoring and evaluation purposes and information policy and legislative development; Liaise and facilitate a working relationship with the SALRC, Legislative Development, Constitutional Development Branches and the Department of and Portfolio Committee on Women, Children and people with disabilities including LGBTIQ+ Communities; Create awareness with regards to addressing gender issues in partnership with Civil Society Organizations, NGOs and CBOs.

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 : People with disabilities are encouraged to apply.

POST 07/21 : **ADMINISTRATIVE OFFICER REF NO: 21/93/FS**
 (Re-Advertisement)

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

CENTRE : Magistrate's Office: Reitz
REQUIREMENTS : Three year Bachelor's degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Skills and competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management

DUTIES : 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; Manage the facility; 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; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co- workers for completion and correctness; 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; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office; Perform any other duties necessary to ensure smooth office running.

ENQUIRIES : Ms NM Dywili Tel No: (051) 407 1800
APPLICATIONS : Please Direct Your Applications To: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301