

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 28 March 2022

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

OTHER POSTS

POST 09/57 : **COURT MANAGER (X2 POSTS)**

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

CENTRE : Ditsobotla Magistrate Court Ref No: 22/VA05/NW
Magistrate Office Postmasburg Ref No: 08/22/NC/POS

REQUIREMENTS : 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 : Mahikeng: Ms. P. Lekoma Tel No: (018) 397 7061
Kimberley: Mr L. Swartz Tel No: (053) 8021300

APPLICATIONS : **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.
Kimberley: Quoting the relevant reference number, direct your application to: 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, 7th floor, Kimberley, 8301.
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 09/58</u>	:	<u>ADMINISTRATION OFFICER REF NO: 22/19/FS</u>
<u>SALARY</u>	:	R321 543 - R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate's Office: Rouxville
	:	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.
<u>DUTIES</u>	:	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; 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NM Dywili Tel No: (051) 407 1800
	:	Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<u>POST 09/59</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: 22/62/MAS</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master of the High Court: Cape Town
	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management/Financial Accounting, Internal Audit and Banking; 3 years relevant experience of which 2 years must be at supervisory level; Experience in working on BAS in respect of creditors payment (EFT), Treasury Regulations Departmental Financial Instructions (DFI), Public Service Act and other legislative prescripts; Knowledge of Basic Accounting System (BAS) and Pastel Accounting software.
<u>DUTIES</u>	:	Key Performance Areas: Prepare monthly, annual financial statement and assist the branch during audit process; Perform reconciliations between supplier statements and BAS payment report; Ensure that invoices are correctly allocated to relevant Branches follow up on outstanding invoices; Follow up on outstanding cases and handle enquiries from suppliers; Check daily payments that were processed on BAS to update supplier spreadsheets; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S Maeko at Tel No: (012) 315 1996
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 09/60 : **ADMINISTRATION OFFICER: SERVICE DELIVERY IMPROVEMENT REF NO: 22/53/CFO**

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

CENTRE REQUIREMENTS : National Office: Pretoria
: 3 years National Diploma in Administration/Management or an equivalent qualification; At least two years relevant experience in Office Administration. Skills and competencies: Computer literacy (MS Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Interpersonal skills; Customer service orientation; Event Management and planning of workshops.

DUTIES : Key Performance Areas: Organize workshops, training session and Batho Pele forums; Implement resolutions from forum and prepare discussion documents reports and presentations for meetings; Liaise with officials in other Branches/Units on service delivery programmes; Follow-up the resolution of complaint; Ensure proper records keeping of complaints received and resolved; Develop and maintain database of stakeholders.

ENQUIRIES APPLICATIONS : Mr. S. Kgafela Tel No: (012) 315 1042
: 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

POST 09/61 : **ADMINISTRATION OFFICER: BIDS AND ACQUISITION REF NO: 22/38/CFO**

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

CENTRE REQUIREMENTS : National Office: Pretoria
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management, Public Administration/Business Management/Management/Supply Chain Management, Logistic Management or Transport Management; A minimum of 3 years' experience in Supply Chain Management environment (Demand and Acquisition, Asset, Logistics, Fleet, Contract) of which 1 year should be at supervisory level/as a team leader; Knowledge of Public Finance Management Act, Treasury Regulations pertaining to asset management, BAS, Bids and Acquisitions. Skills and competencies: Computer literacy (MS Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Functional ability and working as a team; Good interpersonal relations; Attention to details and through knowledge and have numeric skills; Good leadership, organizational and problem solving abilities; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Ensure that bid registers are updated for preparation of all reports relevant to Bid, Acquisitions Management and administer bids at all times; Assist with Quality Assurance functions of bids on Departmental Bid, Adjudication Committee (DBAC) submissions and sending out resolutions to end-users; Assist with secretariat services to the Departmental Bid Evaluation Committee (DBEC) and Departmental Bid Adjudication Committee (DBAC); Assist with audit queries on a regular basis and adhere to deadlines; Request quotations from Government Tender Bulletin (GTB) for placements of invitation to bid and prepare documentation for publication of bid results on the GTB; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr. J. Maluleke Tel No: (012) 315 1090
: Quoting the relevant reference number, direct your application to: Postal Address: The Human 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.

POST 09/62 : **PROVISIONING ADMINISTRATION OFFICER: (RFQ & RESEARCH AND DEVELOPMENT UNIT) REF NO: 22/40/CFO (X2 POSTS)**

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

CENTRE REQUIREMENTS : National Office: Pretoria
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management, Public Administration/Business Management/Management/Supply Chain Management, Logistic Management or Transport Management; At least 3 years' experience in the Supply Chain Management environment (Demand and Acquisition, Asset, Logistics, Fleet, Contract); 1 year should be at supervisory level/as a team leader; Knowledge of Supply Chain Management prescripts and Treasury Regulations/DFI Procurement, Bids and Acquisitions. Skills and competencies: Good communication (written and verbal) skills; Computer literacy motivating skills; Interpersonal skills; Problem solving skills.

DUTIES : Key Performance Areas: Assist with procurement of goods and services and provide support to clients; Assist and approve with the evaluation of quotations; Monitor integration between Departmental Procurement System and CSD; Create CSD Secondary User Profiles, approve and link items as per SCOA allocations; Verify compliance on B-BBEE documents received and update on the Departmental Procurement System; Liaise with National Treasury, DTIC and B-BBEE Commission timeously; 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.

POST 09/63 : **CHIEF ADMINISTRATION CLERK (X2 POSTS)**

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

CENTRE REQUIREMENTS : Master of the High Court: Pietermaritzburg Ref No: 22/73/MAS (X1 Post)
: Master of the High Court: Cape Town Ref No: 22/60/MAS (X1 Post)
: Grade 12 certificate or equivalent qualification; Minimum of 3 years' experience in Administration; Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Interpersonal relations; Problem solving skills; Planning and organizing skills; Ability to work under pressure; Work independently.

DUTIES : Key Performance Areas: Provide supply chain clerical services within the component; Provide personnel administration and general clerical support services with the component; Provide financial administration support services within the component; Render the general Registry services; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr. S. Maeko Tel No: (012) 315 1996
: 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 : Separate applications must be made quoting the relevant reference.

POST 09/64 : **MAINTENANCE OFFICER MR 1 – MR 4 REF NO: 2022/26/GP**

SALARY : R201 387 – R357 072 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Family Court, Johannesburg
: LLB Degree or recognized 4 years' legal qualification; Extensive knowledge of the maintenance system and family law matters; Proficiency in the following languages: English, Afrikaans, Zulu and Xhosa; 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: 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 powers 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; Mentoring and Coaching; Ensure compliance with disciplinary code; Manage performance of subordinate.

ENQUIRIES

: Ms P Raadt Tel No: (011) 332 9000

APPLICATIONS

: 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; 7tfloor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg

NOTE

: People with disabilities are encouraged to apply.