

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPEMENT

<u>CLOSING DATE</u>	:	04 April 2022
<u>NOTE</u>	:	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. All the copies need to be certified. 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. ERRATUM: Kindly note that the requirements for the post of Assistant Director: Recruitment, Ref No: 22/56/HR, advertised in Circular 08 dated 04 March 2022 has been amended as follows: A Bachelor's Degree/National Diploma at NQF level 6 or equivalent related qualification and 3-5 years working experiences as Human Resource Practitioner of which 3 (three) years should be at supervisory level. The closing date has been extended to 28 March 2022. We apologize for any inconvenienced caused.
OTHER POSTS		
<u>POST 10/49</u>	:	<u>AREA COURT MANAGER: (2 POSTS)</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum. (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mangaung Metro Ref No: 22/44/FS Xhariep District (Stationed In Trompsburg) Ref No: 22/43/FS
<u>REQUIREMENTS</u>	:	A three year Bachelor Degree in Public Management Administration or National Diploma (NQF Level 6) or equivalent qualification; Six (6) years relevant experience of which three (3) years should be at management level; A valid driver's licence; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendations. Skills and Competencies: Communication (verbal and written) skills; Good interpersonal relations; Computer literacy; Language Skills; Ability to operate technical equipment; Organising skills; Leadership skills; Finance Management skills; Project Management.
<u>DUTIES</u>	:	Key Performance Areas: Develop, present and implement strategic and business plans in the area; Manage the facilities, physical resources, information and communication related to the courts; Compile, analyse and present court performance statistics and trends as required by relevant users; Develop and implement strategies towards value – added services; Lead and manage the transformation process in the designated offices;
<u>ENQUIRIES</u>	:	Ms NM Dywili Tel No: (051) 407 1800
<u>APPLICATIONS</u>	:	Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or Physical Address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number

<u>POST 10/50</u>	:	<u>COURT MANAGER REF NO: 22/VA24/NW</u>
<u>SALARY</u>	:	R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mankwe Magistrate Court
<u>REQUIREMENTS</u>	:	Three (3) year qualification in Administration and / or National Diploma Services Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; 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 capabilities; Good communication (verbal and written); Computer literacy.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. P. Lekoma Tel No: (018) 397 7061
<u>APPLICATIONS</u>	:	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.
<u>POST 10/51</u>	:	<u>ADMINISTRATIVE OFFICER (8 POSTS)</u>
<u>SALARY</u>	:	R321 543 - R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office: Memel Ref No: 22/38/FS Magistrate's Office: Steynsrus Re No: 22/36/FS Magistrate's Office: Hoopstad Ref No: 22/30/FS Magistrate's Office: Clocolan Ref No: 22/ 28/FS Magistrate's Office: Phillipolis Ref No: 22/22/FS Magistrate's Office: Marquard Ref No: 22/29/FS Magistrate's Office: Paul Roux Ref No: 22/37/FS Magistrate's Office: Edenville Ref No: 22/ 51/FS
<u>REQUIREMENTS</u>	:	Three year Bachelor's Degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Asset Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: Knowledge of Financial Management (Vote and Trust Account); People Management; Computer literacy (Microsoft packages); Sound Leadership and Management skills; Good interpersonal relations.
<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; Control of the section related to Family Courts, Supply Chain; Management of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Manage human resources in the office; 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; Perform any other duties necessary to ensure smooth office running.
<u>ENQUIRIES</u>	:	Ms NM Dywili Tel No: (051) 407 1800
<u>APPLICATIONS</u>	:	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>NOTE</u>	:	Separate application must be made quoting the relevant reference
<u>POST 10/52</u>	:	<u>ADMINISTRATIVE OFFICER (2 POSTS)</u>
<u>SALARY</u>	:	R321 543 - R378 765 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE** : Magistrate's Office: Phuthaditjhaba Ref No: 22/25/FS
Magistrate's Office: Sasolburg Ref No: 22/33/FS
- REQUIREMENTS** : Three year Bachelor's Degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Asset Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: Knowledge of Financial Management (Vote and Trust Account); People Management; Computer literacy (Microsoft packages); Sound Leadership and Management skills; Good interpersonal relations.
- 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; Control of the section related to Family Courts, Supply Chain; Management of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Manage human resources in the office; 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; 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
- NOTE** : Separate application must be made quoting the relevant reference
- POST 10/53** : **SOCIAL WORKER/FAMILY COUNSELLOR: GRADE 1-4: REF NO: 22/21/FS**
- SALARY** : R261 456 – R472 551 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: Bethlehem
- REQUIREMENTS** : Bachelor's Degree in Social Work or equivalent qualification; Appropriate experience in Social Work after registration as Social Worker with the SACSSP; Current Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; A valid driver's license. Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail; Report Writing.
- 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** : Ms N Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.
- POST 10/54** : **ESTATE CONTROLLER EC1 REF NO: 22/77/MAS**
- SALARY** : R201 387 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of The High Court: Mahikeng
- REQUIREMENTS** : An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
- DUTIES** : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office;

ENQUIRIES
APPLICATIONS

- : Consult with stakeholders in ensuring effective and efficient delivery of services;
- : Prepare all monthly management and court reports in the prescribed formats.
- : Mr. R. Chauke Tel No: (012) 315 1329
- : 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.
- : People with disabilities are encouraged to apply.

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