

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 11 April 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. 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 this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 11/29 : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 22/79/SA**

SALARY : R518 088 – R1 210 842 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : State Attorney: Bloemfontein
: 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.

DUTIES : 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.

ENQUIRIES APPLICATIONS : Mr. M. Kooko Tel No: (012) 315 1164
: 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. Note: 1. People with disabilities are encouraged to apply 2.A current certificate of good standing from the relevant Law Society must accompany the application.

<u>POST 11/30</u>	:	<u>DEPUTY MASTER MR-6: REF NO: 22/78/MAS</u>
<u>SALARY</u>	:	R480 927 – R1 157 940 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master of the High Court: Mahikeng
	:	LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Skills and Competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy;
<u>DUTIES</u>	:	Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties in terms of the Act by virtue of the delegation of South African Receiver of Revenue; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure that all functions within the office contribute towards the Strategic direction of the Masters Branch and ultimately the Departmental strategic objectives; Ensure effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
<u>ENQUIRIES APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 11/31</u>	:	<u>COURT INTERMEDIARY: REF NO: 22/VA26/NW</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>	:	Lichtenburg Magistrate Court
	:	Three-year Bachelor Degree/ National Diploma academic qualification in one of the following fields: teaching, social work/ family counselling, child care and youth development, paediatrics, psychiatry, clinical counselling and educational psychologist; Minimum of 3 years working experience in the applicable field; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; 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 the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; 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); A Valid driver's licence. Language proficiency: Setswana and English are compulsory; Candidate must be able to speak fluent Afrikaans. Skills and Competencies: Good communication skills (written and verbal); Computer literacy (MS Office); Sound interpersonal relations; Ability to work under pressure; Good filing skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Provide intermediary service to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witness and make appropriate referrals, where necessary; Render administration support service in court; Assist children to testify with the aid of anatomically-detailed dolls.
<u>ENQUIRIES</u>	:	Ms. L Shoai Tel No: (018) 397 7054

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 11/32** : **LEGISLATIVE LANGUAGE PRACTITIONER: SESOTHO; REF NO: 22/70/SLA**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Office of the Chief State Law Adviser: Cape Town
- : A three year tertiary qualification majoring in Sesotho or an equivalent qualification; Experience in working as Language Practitioner in Sesotho; Knowledge of other languages coupled with a practical understanding of the law. Skills and Competencies: Presentation skills; Language proficiency; Communications skills; Computer literacy; Translations skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Translate legislation from English to Sesotho in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Edit and proofread Legislation in Sesotho; Interact with PANSALB and other relevant stakeholders involved in promoting the use of all official languages; Assist with the promotion and development of Sesotho as an official language and legal terminology for the use in legislation; Provide language quality control mechanisms in respect of legislation; Perform any other duties as assigned by Senior Legislative Language Practitioner.
- ENQUIRIES APPLICATIONS** : Ms P Leshilo Tel No: (012) 357–8240
- : 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.
- POST 11/33** : **SENIOR COURT INTERPRETER: REF NO: 10/22/NC/KIM**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Kimberley
- : Grade 12 and National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with minimum of three (3) years' practical experience as a Court Interpreter or Grade 12 with ten (10) years practical experience as a Court Interpreter; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended; A valid drivers' license. Language Requirements: IsiXhosa, Setswana, English, Afrikaans are compulsory; Skills and Competencies: Excellent communication, Listening, Inter- personal relations; Problem solving; planning and organizing and analytical thinking skills; Time management; Confidentiality and ability to work under pressure.
- 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.
- ENQUIRIES APPLICATIONS** : Ms M Phiri Tel No: (053) 8021300
- : 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.
- POST 11/34** : **STATE ACCOUNTANT: (JYP CALL CENTRE) REF NO: 22/29/CF0**
- 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/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 Public Finance Management Act, BAS and Treasury Regulations pertaining to asset management. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Interpersonal skills; Problem solving skills.

DUTIES : Key Performance Areas: Provide guidance to end users in resolving JYP queries/calls IT service management; Capture user profiles on JYP (Justice Yellow Pages); Provide guidance to JYP users as to how requisitions must be captured on JYP; Attend to different JYP procurement requests; Ensure that unresolved calls are escalated to call center management and external stakeholders (SITA); Ensure proper filling are done on all end user request (profiles applications) and retrieved for audit purposes; Ensure all JYP calls are attended within the relevant timeframes as per SLA agreement; Create CSD Secondary User profiles, approve and link items as per SCOA allocations.

ENQUIRIES : Mr. J. Maluleke Tel No: (012) 315 1090

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 encourage to apply

POST 11/35 : **MAINTENANCE OFFICER (MR1 – MR3) REF NO: 11/22/NC/SPR**

SALARY : R201 387 – R298 350 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Springbok Magistrates Office and Namakwa District (Calvinia, Carnarvon, Williston, Garies, Port Nolloth, Fraserburg and Sutherland

REQUIREMENTS : An appropriate four (4) year recognized legal qualification; Extensive knowledge of the maintenance system and Family Law Matters; Proficiency in at least two official languages; Knowledge of the Maintenance Act (Act 99/1998) and of all services and procedures in the area of maintenance and other areas of family law; A valid driver's license, and willing to travel extensively within the province and beyond. Skills and Competencies; Computer literacy (MS Office); Communication skills (written and verbal); Numeric skills; Facilitation and mediation skills; Supervisory skills; Litigation skills; Ability to work with public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Innovation and work in pressurized environment;

DUTIES : Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

ENQUIRIES : Ms D Joseph Tel No: (053) 802 1300

APPLICATIONS : 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.