

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 19 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 12/34 : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 22/83/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: Bisho
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 APPLICATION : Ms. KC. Ngomani Tel No: (012) 357 8661
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 : 1. People with disabilities are encouraged to apply 2. A current certificate of good standing from the relevant Law Society must accompany the application.

- POST 12/35** : **COURT MANAGER (06 POSTS)**
- SALARY** : R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate: Ladysmith: Ref No: 22/40/KZN
Magistrate Court: Madadeni: Ref No 22/41/KZN
Magistrate Court: Ntuzuma: Ref No: 22/42/KZN
Magistrate Court: Pinetown: Ref No: 22/43/KZN
Magistrate Court: Verulam: Ref No: 22/44/KZN
Magistrate Court: Izingolweni to Oversee Harding: Ref No: 22/45/KZN
- REQUIREMENTS** : A three year qualification in Public Administration/Management or a National Diploma/ Degree/ NQF level 6 in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent qualification; Three (3) years' managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's licence. Skills and Competencies: Computer literacy; Communication skills; Motivation skills; Planning and organizing skills; Presentation skills; Financial management skills; Decision making skills; Loyalty and honesty; ability to work under pressure; Teamwork and leadership skills; Interpersonal skills; Conflict and problems solving skills; Customer focus and responsive.
- DUTIES** : Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Manage the projects intended to improve court; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements ; Manage service level agreements.
- ENQUIRIES** : Mr J.N. Mdaka Tel No: (031) 372 3000
- APPLICATIONS** : Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 12/36** : **ADMINISTRATIVE OFFICER (2 POSTS)**
- SALARY** : R321 543– R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court: Pietermaritzburg; Ref No: 22/46KZN
Magistrate Court: Harding; Ref No: 22/47KZN
- 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; 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; 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 T.O. Majola Tel No: (031) 372 3000
- APPLICATIONS** : Quoting the relevant reference number and direct your application to the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban

- POST 12/37** : **LABOUR RELATIONS OFFICER REF NO: 22/48/KZN**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office: Durban
A three years Bachelor Degree / National Diploma in Labour Relations/ Public Administration/ Management/Human Resource Management or NQF 5; At least 3 years' experience in Labour Relations environment. A valid driver's license; South African Board for People Practice will serve as an added advantage. Skills and Competencies: Computer literacy (MS Office: Word, Excel and Power Point); Proven experience in Labour Relations. Effective and clear verbal and written Communication skills as well as ability to maintain good interpersonal relations. Ability to work under pressure; Problem solving skills and analytical thinking ability.
- DUTIES** : Key Performance Areas: Promote sound labour relations in the Department. Co-ordinate and administer Grievances, Disciplinary Hearings and Labour Relations matters. Attend to dispute resolutions for the GPSSBC, PSCBC, CCMA, Conciliation, Arbitration and Dismissal Disputes; Consult with the State Attorney on more complex matters; Provide advice in respect of strike actions; grievances; disciplinary matters to line managers; Prepare and draft memorandum/submissions and reports for consideration by management; Conduct Awareness sessions and provide training on Labour relations aspects and functions.
- ENQUIRIES APPLICATIONS** : Ms M. P. Khoza Tel No: (031) 372 3000
Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 12/38** : **ASSISTANT MASTER, MR3-MR5 REF NO: 22/93/MAS**
- SALARY** : R260 928 – R926 193 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court: Bloemfontein
LLB Degree or four years recognized legal qualification; 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master's of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Curatorships; Administration of deceased estates; Legal research and drafting; Planning and organizing; Dispute resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.
- DUTIES** : Key Performance Areas: Provide strategic direction to the office; Ensure that departmental policy, procedures and legislation are implemented; Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Manage the operations regarding the Guardian's Funds and resources in the office; Compile and analyze monthly APP reports.
- ENQUIRIES APPLICATIONS** : Mr. C. Msiza Tel No: (012) 315 4754
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 12/39** : **ADMINISTRATIVE OFFICER: LEGAL SERVICES REF NO: 22/49/KZN**
- SALARY** : R216 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Durban
Bachelor's Degree in Administration or equivalent relevant qualification and one year experience in the Justice System and/or relevant sector environment; A valid driver's licence. Willingness to travel Skills and Competencies: Computer literacy (including Word, Excel, PowerPoint); Facilitation and

- DUTIES** : Presentation skills; Good Interpersonal relations; Ability to liaise with the team members and stakeholders; Excellent communication skills (verbal and written); Accuracy and attention to detail; analytical skills.
- ENQUIRIES APPLICATIONS** : Key Performance Areas: Act as secretariat for meetings; collate and analyse statistics from the courts and stakeholders; prepare reports and memoranda; Deal with complaints and ensure the effective administration of the specialized Courts (maintenance, domestic violence, equality courts, sexual offences courts, Children's Courts, Protection from Harassment) as well as Small Claims courts in the province; Participate in Inter-sectoral Committees and meetings on behalf of the Directorate Legal Administration Organize and participate in outreach programmes and trainings in the province; Deal with general administrative duties within the Directorate as required.
- POST 12/40** : **FAMILY LAW ASSISTANT REF NO: 22/50KZN**
- SALARY** : R216 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Ntuzuma
- DUTIES** : Three (3) year Bachelor's Degree/National Diploma in legal field or equivalent legal qualification; Knowledge of the functions of the Office of the Family Advocate; A valid driver's license, willing to travel extensively within the province and beyond; Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (verbal and written); legal research; Good interpersonal relations;
- ENQUIRIES APPLICATIONS** : Key Performance Areas: Conduct screening interviews and parental rights/responsibilities information sessions; Assist members of the public with form completion and queries; Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Screen correspondence and draft responses on behalf of the Family; Conduct mediations in disputes regarding parental responsibilities and rights.
- POST 12/41** : **SENIOR COURT INTERPRETER (2 POSTS)**
- SALARY** : R216 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court: Pietermaritzburg; Ref No: 22/51/KZN
Magistrate Court: Ubombo; Ref No: 22/52/KZN
- DUTIES** : 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. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.
- ENQUIRIES APPLICATIONS** : 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 P.C. Shange Tel No: (031) 372 3000 (Pietermaritzburg)
Ms M.P. Khoza Tel No: (031) 372 3000 (Ubombo)
- APPLICATIONS** : Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban

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- NOTE** : Separate application must be made quoting the relevant reference number
- POST 12/42** : **ESTATE CONTROLLER EC1 REF NO: 22/91/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: Port Elizabeth
- 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 asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office; Consult with stakeholders in ensuring effective and efficient delivery of services; Prepare all monthly management and court reports in the prescribed formats.
- ENQUIRIES** : Mr. R. Chauke Tel No: (012) 315 1329
- 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.
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