

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 26 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

OTHER POSTS

POST 13/33 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 22/85/HR**

SALARY : R744 255 – R876 705 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA in Management Services / Operations Management/Industrial Engineering; At least 3 years' experience in Organizational Development work environment of which 2 years should be at management; Knowledge of Organisational Design and Development, Job Evaluation systems and processes; post establishment management and business process management; Knowledge of Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, (Act 103 of 1994), the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance, Management Act, Government initiatives and decisions. Skills and Competencies; Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.); Communication skills (verbal and written); Problem solving and decision-making skills; Planning and organizing skills; Team leadership skills; Diversity management skills; Continuous improvement; Applied strategic thinking.

DUTIES : Key Performance Areas: Develop and review Organisational structures and systems; Facilitate the alignment and maintenance of functional post establishment; Develop business processes; Develop norms and standards for departmental operations; Facilitate the conducting of job analysis and evaluation process; Develop and review of job descriptions; Provide effective people management.

ENQUIRIES : Mr. J Maluleke Tel No: (012) 357 8591/1090

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

- POST 13/34** : **OFFICE MANAGER REF NO: 22/81/SA**
- SALARY** : R382 245 – R450 255 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Mahikeng
Appropriate 3 year Degree/National Diploma in Office Management or equivalent; Minimum of 2 years supervisory/managerial experience in an Administration environment; Knowledge of the Public Finance Management Act, DFI and Treasury Regulations; Knowledge of the departmental policy and prescripts; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication skills; Sound interpersonal relations; Planning and organizing skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to work in a team and under pressure.
- DUTIES** : Key Performance Areas: Perform budget administration service on behalf of the OSG; Render Human Resource services to the State Attorney office; Manage the payment of accounts and control inventory; Coordinate procurement of equipment and logistical support; Assist with the handling of enquiries and maintain office database; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. E. Seerane Tel No: (012) 315 1780
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 13/35** : **STATE ACCOUNTANT (PAYROLL) REF NO: 48/2022/WC**
Directorate: Finance
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office: Cape Town
3 year Degree/ National Diploma (NQF level 6) as recognised by SAQA in Finance; A minimum of 3 years experience in a financial work environment of which at least 1 year should be as a supervisor/team leader in payroll. Knowledge of payroll processes and procedures, interpretation and application of financial prescripts, policies and legislation; Knowledge of the PFMA, PSA, PSR, PSCBS Resolutions, Financial Procedure Manual, Departmental Financial Instructions; Detailed Knowledge of the operation/utilisation of financial operating systems (PERSAL, BAS etc.); Understanding of related software applications (Accounting and General Accounting Principles); Skills and Competencies: Conflict management; Team building, Facilitation skills; Report writing skills; Decision making; Creative thinking; Technical Proficiency; Computer literacy; Interpersonal relationship.
- DUTIES** : Key Performance Areas: Supervise and maintain salary, allowance and related claim payments and deductions; Administer claims and advances; Supervise payroll services operations and human resources/staff etc.
- ENQUIRIES APPLICATIONS** : Ms M Zietsman Tel No: (021) 462 5471
Please forward your application to: Regional Head: Private Bag X 9171; Cape Town 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
- FOR ATTENTION** : Ms N Magengelele
- POST 13/36** : **MAINTENANCE OFFICER MR 2: REF NO: 2022/78/GP**
(Re Advertisement: Candidates who previously applied are encouraged to Re-apply)
- SALARY** : R233 712 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Vanderbijlpark
LLB Degree or recognised 4 years' legal qualification; At least 1 year appropriate post qualification legal experience; Knowledge of the maintenance system and family law matters; Proficiency in the following languages: English and South Sotho/ Zulu. Understanding of all services and procedure in the area of Maintenance and other areas; A valid driver's licence. Skills and Competencies: Communication skills (verbal and written); Computer literacy

(MS Office); Numeracy 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 T Maphoto 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; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg