

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 16 May 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 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. 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 14/52 : **FAMILY ADVOCATE: LP7 –LP8 REF NO: 2022/22/MP**

SALARY : R774 660 – R1 285 149 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : Family Advocate: Mbombela Office
An LLB Degree or recognised four (4) year legal qualification; At least 5 years appropriate post qualification litigation experience; Admission as an Advocate. A valid driver license. Skills and Competencies: Good communication skills, (both verbal and writing); Research; Investigation; Monitoring and evaluation; Report writing skills; Diversity Management, Dispute and Conflict resolutions skills.

DUTIES : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereof; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure; Attend to all relevant circuit courts within Mpumalanga

ENQUIRIES APPLICATIONS : Mr LT Mndebele Tel No: (013) 753 9300/220
Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X11249 Nelspruit, 1200.

NOTE : People with disabilities are encouraged to apply

POST 14/53 : **DEPUTY DIRECTOR: GUARDIAN'S FUND REF NO: 22/94/CFO**

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

CENTRE REQUIREMENTS : National Office, Pretoria
A Degree/ National Diploma at NQF level 6 as recognized by SAQA in Financial Management or equivalent qualification; 3 years relevant experience in Financial Accounting at supervisory/management (Assistant Director) level; Knowledge of Public Financial Management Act, Administration of Estates Act, Departmental Financial Instruction and Treasury Regulations; Knowledge of

the Generally Recognized Accounting Practice (GRAP); Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.); Financial management; Research and analytical skills; Leadership and strategic capabilities; Policy analysis and development; Good communication skills (verbal and written); Accuracy and attention to detail; Interpersonal skills; Problem solving skills.

DUTIES : Key Performance Areas: Manage the compilation of financial reports (including the Trial balance and Annual Financial Statements) in respect of the Guardian's Fund; Review Guardian's Fund transactions and reconciliations & PIC Investments at Master's Office; Advise senior and top management on interest rates to be paid to beneficiaries; Perform system manager functions in respect of Internet Banking; Manage the configuration of the new Guardian's Fund system; Develop, review and implement financial accounting systems and procedures; Provide effective people management.

ENQUIRIES : Mr. J. Maluleke Tel No: (012) 315 1090/ 357 8591

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 14/54 : **DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 51/22/LMP**

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

CENTRE : Limpopo Province: Groblersdal – Lebowakgomo Cluster

REQUIREMENTS : A three year Bachelor Degree in Public Management Administration or National Diploma (NQF Level 6) or equivalent qualification; 6 years relevant experience of which 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.

DUTIES : 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;

ENQUIRIES : Mr. Maakamedi T.P Tel No: (015) 287 2025 or Ms. Phalane M.R Tel No: (015) 287 2036

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0699.

POST 14/55 : **COURT MANAGER REF NO: 52/22/LMP**

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

CENTRE : Magistrate Praktiseer

REQUIREMENTS : A three (3) 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) year's 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; Team leadership; Management of interpersonal conflict and problems solving; 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 : Ms Mongalo M.P Tel No: (015) 287 2037 or Ms Manyaja P.M. Tel No: (015) 287 2026

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0699.

POST 14/56 : **CLUSTER MANAGER: COURT INTERPRETING REF NO: 53/22/LMP**

SALARY : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : Polokwane Cluster
 : NQF level 4/ Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English; Proficiency in two or more indigenous languages; Six years practical experience Interpreting of which three (3) years at supervisors level. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytic thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.

DUTIES : Key Performance Areas: Manage the cluster legal interpreting and language services; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non-human resources of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.

ENQUIRIES : Ms. Manyaja P.M Tel No: (015) 287 2026 or Ms. Mongalo M.P Tel No: (015) 287 2037.

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0699.

POST 14/57 : **PRINCIPAL COURT INTERPRETER REF NO: 2022/31/MP**
 (This is a re-advertisement, candidates who previously applied are encouraged to re-apply)

SALARY : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Nsikazi Magistrate Office
 : NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF5; Proficiency in two or more indigenous languages (preference will be given to languages used in area); Proficiency in English; 5 years' practical experience as a Court Interpreter with a minimum of 2 years supervisory experience; A valid driver's license; Language requirements: sePedi; xiTsonga and siSwati. Skills and Competencies: Communication skills, Listening skills, Interpersonal skills, Time management, Computer literacy, Analytical Thinking, Problem Solving, Planning and organizing; Confidentiality; 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; Quarterly and annual assessments of interpreters; Procure Foreign Language Interpreters and Casual Interpreters in line with the PFMA.

ENQUIRIES : Ms KN Zwane Tel No: (013) 753 9300/249

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200.

- POST 14/58** : **ASSISTANT STATE ATTORNEY, CONVEYANCING (LP3-LP4) REF NO: 22/82/SA (X2 POSTS)**
- SALARY** : R305 973 – R859 752 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: Cape Town
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Admission as a Conveyancer and notary will be an added advantage; A valid driver's licence. Skills And Competencies: Legal research and drafting of conveyancing, notarial and related documents; Dispute resolution; Case flow management; Computer literacy; Communication skills (written and verbal); Creative and analytical skills; Supervisory and mentoring skills; Problem solving and conflict management.
- DUTIES** : Key Performance Areas: Draft, prepare and register conveyancing and notarial documents; Furnish legal advice and opinion to client departments; Provide supervision and training to other professional staff; Perform all functions normally performed by a conveyancer and a notary; Give effect to the Department's strategic plans, policies and prescripts; Maintain record or work performed and provide statistics required.
- ENQUIRIES APPLICATIONS** : Mr. E. Seerane Tel No: (012) 315 1780
: 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** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 14/59** : **CHIEF ACCOUNTING CLERK REF NO: 49/2022/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
: Grade 12 certificate or equivalent qualification; A minimum of 3 years' experience required; Knowledge of financial and economic factors. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Conflict management; Planning and organizing skills; Numerical skills; Attention to detail; Analytical skills.
- DUTIES** : Key Performance Areas: Supervise and render financial accounting transactions; Supervise and perform salary administration support services; Supervise and perform bookkeeping support services; Render a budget support service; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms N Magengelele Tel No: (021) 462 5471
: Please forward your application to: Regional Head: Private Bag X 9171, Cape Town 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5th Floor, Cape Town.
- FOR ATTENTION NOTE** : Mr M Koopman
: People with disabilities are encouraged to apply.
- POST 14/60** : **SENIOR COURT INTERPRETER (X2 POSTS)**
(This is a re-advertisement, candidates who previously applied are encouraged to re-apply)
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mashishing Magistrate Office Ref No: 2022/32/MP
Mbombela Magistrate Office Ref No: 2022/30/MP
- REQUIREMENTS** : 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 driver's license: Language Requirements: Sepedi and siSwati. Skills and Competencies: Communication skills, Listening skills,

- Interpersonal skills, Time management, Computer literacy, Analytical Thinking, Problem Solving, Planning and organizing, Confidentiality, 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** : Mr LT Mdebele Tel Nio Tel No: (013) 753 9300/220 or Ms KN Zwane Tel No: (013) 753 9300/249
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Private Bag x11249, Nelspruit 1200.
- NOTE** : Separate application can be made quoting the relevant reference number
- POST 14/61** : **SENIOR COURT INTERPRETER REF NO: 22/53/FS**
(This is a re-advertisement, candidates who previously applied are encouraged to re-apply)
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Koffiefontein (Stationed At Heilbron)
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 driver's license. Language Proficiency HEILBRON: Afrikaans, IsiZulu, Sesotho, English (Setswana and IsiXhosa will be an added advantage). 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.
- 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** : 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
- POST 14/62** : **LEGAL ADMINISTRATION OFFICER (MR3-MR5): LEGAL PROCESS REF NO: 22/92/LD**
- 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** : National Office, Pretoria
An LLB Degree or 4 years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of South African Legal system, legal practices and related spheres with specific reference to Criminal Procedure Act; Knowledge of the Constitution of the Republic of South Africa and South African laws; appropriate knowledge of and experience in Office Administration. Skills and Competencies: Computer literacy (MS Office); Communication and interpersonal relations; Innovative and analytical thinking; Planning and organizational skills; Financial management; Research and report writing skills; Project management.
- DUTIES** : Key Performance Areas: Process and advise role players on applications for expungements, presidential pardons and requests for reconsideration of new evidence; Conduct legal research on principles of case law; Handle ad hoc tasks in line with instructions; Draft legal documents and advise on applications received and deal with office administration.
- ENQUIRIES** : Ms P Leshilo Tel No: (012) 357 8240
- 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 encouraged to apply.
- POST 14/63** : **MAINTENANCE OFFICER (MR1- MR5) REF NO: 2022/24/ MP**
- SALARY** : R201 387 – R926 193 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Standerton Magistrate Office
- REQUIREMENTS** : LLB degree or recognized 4-year legal qualification; Basic knowledge and understanding of legal research principles; Knowledge of legal proceedings relevant to mediation, arbitration; and conciliation. Skills and Competencies: Legal drafting skills; Languages skills; (oral & written); Motivational skills; Loyalty, honesty, ability to work under pressure; Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.
- DUTIES** : Key Performance Areas: Conduct preliminary interviews; Conduct informal maintenance enquires; Conduct formal maintenance enquires; Render administrative support.
- ENQUIRIES** : Ms. NC Maseko Tel No: (013) 753 9300 Ext. 224
- APPLICATIONS** : Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X11249 Nelspruit, 1200.