

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPEMENT

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 disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 15/78 : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 22/99/CFO**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)

SALARY : R1 269 951 – R1 518 396 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 7) as recognized by SAQA in Supply Chain Management, Financial Management or Business Administration; A minimum of 6 years' experience in Supply Chain Management or Procurement of which 5 years' experience must be in Senior Management Level; Knowledge of Financial Management, Financial Accounting, Supply Chain Management and Project Management; Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the provision of logistics and acquisition management services; Manage the provision of assets management services; Manage large and strategic supplier sourcing and supplier's performance; Provide effective people management.

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

NOTE : Women and People with Disabilities are encouraged to apply

POST 15/79 : **DIRECTOR: LOGISTICS AND ACQUISITION MANAGEMENT REF NO: 22/98/CFO**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)

SALARY : R1 073 187 – R1 264 176 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 7 as recognized by SAQA in Commerce/ Business Economics/ Supply Chain Management/ Logistics Management/ Purchasing Management or equivalent qualification; 5 years relevant experience at the middle/senior management level; Knowledge of Public Financial Management Act, PPPFA, Departmental Financial Instruction and Treasury Regulations; Knowledge of procurement and the broader public Supply Chain Management (SCM) legislative and regulatory environment. A valid driver's license. Skills and Competencies: Strategic thinking; Budgeting and financial management; Communication and information management; Customer focus and responsiveness; Diversity management; Interpersonal and conflict management skills; Planning and organizing skills; Problem solving and decision making; Project management; Team leadership; Planning and organizing skills.
- DUTIES** : Key Performance Areas: Manage logistics and fleet management services; Oversee acquisition management; Manage and monitor review of logistical services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No: (012) 315 1090
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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.

OTHER POSTS

- POST 15/80** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 22 55/FS**
- SALARY** : R382 245– R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Bloemfontein
 : A Bachelor's Degree/National Diploma in Finance/Accounting or equivalent; At least three years' experience in a financial environment; Knowledge and understanding of the PFMA, Treasury Regulations and relevant government regulations and policies; A valid driver's license. Skills and Competencies: Good communication (written and verbal); Computer literacy; organizational and problem solving skills. Proven managerial skills. Ability to work under pressure and overtime if required. Good interpersonal relations; Leadership and Customer orientation skills; Able to work independently; Attention to details.
- DUTIES** : Key Performance Areas: Identify financial problems and risks by conducting compliance assessments and report findings. Define and introduce financial control, procedures and methods towards achieving a NAQ status; Monitor the implementation of audit recommendations and action plan to ensure compliance; Monitor and support sub offices with budget formulation; allocation; executing and reporting; Monitor and report on effective supply chain and asset management; Monitor and render support with Cluster's daily and monthly reconciliation of Third Party Funds; Assist and support with the implementation of financial systems; Identify training needs and facilitate financial capacity building interventions.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili Tel No: (051) 407 1800
 : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
- POST 15/81** : **COURT INTERMEDIARY REF NO: 01/22/NC/KBY**
 (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** : Magistrate Office Kimberley
 : Three year Bachelor Degree / National Diploma / Academic Qualification in one of the following fields: Teaching, Social work/ Family Counselling, Child Care and Youth Development, Pediatrics, Psychiatry, Clinical counseling,

educational psychologist; Applicants must be duly registered with the relevant professional / scientific organization / body in their field of specialization; A valid driver's license; Minimum of 3 years working experience in the applicable field; 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 relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1997 (Act No 51 of 1977), particularly sections 153, 158 and 170A; 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). Skills And Competencies: Communication skills and empathic, Listening skills (with children, persons with mental disabilities and other traumatized witnesses); Trauma and basic counselling skills; Interpersonal Relations; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, Powerpoint, Outlook, Excel); Problem solving and decision making skills. Language Requirements: a combination of the following will be considered: fluency in !Xun, Khwe, Afrikaans and English.

DUTIES : Key Performance Areas: Provide Intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain the Intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administrative support service in court; Assist children to testify with the aid of anatomically detailed dolls.

ENQUIRIES : Ms. M Phiri Tel No: (053) 802 1300

POST 15/82 : **ADMINISTRATION OFFICER: ACCESS TO INFORMATION AND RECORD MANAGEMENT REF NO: 22/97/AIRM**

SALARY : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
 : A 3 years National Diploma/Degree in Office Administration/ Office Management (NQF level 6) or related experience; At least 2 years' experience in Office Administration; Knowledge of relevant prescripts as well as understanding of the legislative framework governing the Public Service. Skills and Competencies: Computer literacy (MS Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Administrative support; Logistic processes and procedures; Client services; Interpersonal skills; Good analytical skills; Work independently and as part of a team; Customer service orientation.

DUTIES : Key Performance Areas: Provide administrative support services; Facilitate the procurement of goods and services and manage assets; Manage and control flow of documents; Render secretarial/logistical administrative support.

ENQUIRIES : Ms D Modibane Tel No: (012) 315 1668

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