

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	06 June 2022
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address specified in each post. The application <u>must include only</u> 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

MANAGEMENT ECHELON

<u>POST 18/185</u>	:	<u>CHIEF DIRECTOR: POLICY AND STRATEGY, (RELATING TO MASTER SERVICES) REF NO: 22/106/MAS</u>
<u>SALARY</u>	:	R1 269 951 – R1 518 396 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An LLB or 4 year recognized legal qualification; 5 years' experience at Senior Management level in project management environment/strategic planning; Knowledge in the following areas Curatorship, Deceased Estates, Guardians, Insolvency matters, Trust and Wills; Admission as an Attorney will be an added advantage. Skills And Competencies: Strategic capacity and leadership; 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.
<u>DUTIES</u>	:	Key Performance Areas: Manage the determination and development of the Master's services' policy and strategy; Manage a consultative service aimed at assisting and facilitating improved stakeholder relations; Manage strategic projects within the Branch aimed at improving productivity and service levels for business and members of the public; Research current and proposed legislative processes which could impact on the Branch; Manage and co-ordinate multi-disciplinary project teams and liaise with stakeholders; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S Maeko ☎ (012) 315 1996 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.
<u>NOTE</u>	:	Women and People with disabilities are encouraged to apply

OTHER POSTS

POST 18/186 : **OFFICE MANAGER: (IN THE OFFICE OF THE CHIEF FINANCIAL OFFICER) REF NO: 22/101/CFO**

SALARY : R744 255 – R876 528 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
Degree/National Diploma in Public Administration Management or equivalent qualification; At least 3 years' experience in management; Knowledge of Public Finance Management Act, 1999 and government planning cycle; Knowledge and understanding of public service policies and procedures; A valid driver's licence. Skills and Competencies: Computer literacy (Microsoft Office); Applied strategic thinking; Applying technology; Budgeting and financial management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Networking and interpersonal skills; Problem solving and decision making; Project management; Communication and information management.

DUTIES : Key Performance Areas: Undertake policy or line function tasks as required; Coordinate external strategic alliances between the office of the CFO and other stakeholders; Provide support within the office of the Chief Financial Officer; Manage general support services, human, financial and other resources in the office in the office of the CFO.

ENQUIRIES APPLICATIONS : Mr. Maluleke Tel No: (012) 315 1090/ (012) 357 8591
Quoting the relevant reference number, direct your application to: Postal address: 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 Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.

POST 18/187 : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 22/102/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: Kimberley
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. E. Seerane Tel No: (012) 315 1980
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. A current certificate of good standing from the relevant Law Society must accompany the application.

- POST 18/188** : **PROGRAMME ADMINISTRATOR: PROGRAMME SUPPORT AND DONOR FUNDS REF NO: 22/102/DG**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: 3 year Bachelor/Degree or equivalent qualification in Management and or Administration; At least 2 years in projects administrative experience; Knowledge of the Projects Management, Public Finance Management Act and Regulations; General knowledge of the Public Service and the working of Government; A valid driver's license. Skills and Competencies: Financial and management skills; Communication (verbal & written) skills; Report writing skills; Computer literacy; Planning and organizing skills; Programming and project management; Interpersonal skills; Ability to work in a team.
- DUTIES** : Key Performance Areas: Assist in identifying project needs and gaps; Ensure all documentation regarding the donor coordination are achieved and filed according to departmental prescripts; Assist in the management of stakeholder relationships; Assist with the implementation and sustaining of new and existing projects; Provide administrative support to meetings and workshops.
- ENQUIRIES APPLICATIONS** : Mr. S. Kgafela 📞 (012) 315 1042
: 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 Building, Pretoria, 0001.
- NOTE** : People with disabilities are encouraged to apply.
- POST 18/189** : **COURT INTERMEDIARY REF NO: 22/VA35/NW**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Lichtenburg Magistrate Court
: Three-year Bachelor's 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; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; (please check submission of relevant motivation); 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: Candidate must be able to speak fluent Afrikaans and Sesotho; English and Setswana are compulsory languages. Skills and Competencies: Good communication and empathetic listening skills (with children and persons with mental disabilities and traumatized witnesses); Customer focus and responsiveness; Sound interpersonal relations; Problem solving and decision-making skills; Computer literacy (Ms word, PowerPoint, Outlook, Excel); Ability to work under pressure.
- DUTIES** : Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized children language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.
- ENQUIRIES APPLICATIONS** : Ms. L Shoai 📞 (018) 397 7054
: 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 18/190** : **ADMINISTRATIVE OFFICER REF NO: 61/22/LMP**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : Mahwelereng Magistrate Court
 : 3-year Bachelor's Degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: 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 resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; 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 and human resources in the office 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 APPLICATIONS** : Ms. Manyaja P.M ☎ (015) 287 2026 OR Ms. Phalane M.R ☎ (015) 287 2036
 : 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, 0700
- POST 18/191** : **PRINCIPAL COURT INTERPRETER REF NO: 62/22/LMP**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Giyani Magistrate Court
 : NQF level 4 / Grade 12 and a Diploma in Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Five 5 years of practical experience as court interpreting with minimum two years' supervisory experience. Proficiency in English; Proficiency in two or more indigenous languages; A valid driver's license. Language requirements: Afrikaans, Sepedi, Tsonga and Venda. 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; Procure Foreign Language Interpreters and Casual Interpreters in line with the PFMA.
- ENQUIRIES APPLICATIONS** : Ms Manyaja PM ☎ (015) 287 2026 OR Mr Lamola V ☎ (015) 287 2147
 : 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, 0700.
- POST 18/192** : **SENIOR COURT INTERPRETER REF NO: 22/22/NC/COL**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Colesburg
 : 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: 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 court interpreters; Render interpreting services; Translate legal documents and exhibits; Develop

- terminology; Assist with the reconstruction of the court records; Attend to personnel administrative aspects.
- ENQUIRIES** : Ms LN Esterhuizen ☎ (053) 8021300
- 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.
- POST 18/193** : **LEGAL ADMINISTRATION OFFICER (MR1 – MR5) REF NO: 2022/33/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** : Regional Office, Mpumalanga
- REQUIREMENTS** : An LLB or four year recognized legal qualification; Sound knowledge of the South African Legal System; A valid driver's license. Skills and Competencies: Computer literacy; Excellent Communication (Verbal and Written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to details; Report writing and research skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Recover and/or dispose of losses/damage to state money and property; Draft Legal documents and give legal advice on variety of issues; Deal with civil proceedings instituted by and against the Department; Respond to petitions, representations and complaints from civil society and other government Departments; Perform Legal research; Provide effective people management.
- ENQUIRIES** : Ms. KN Zwane ☎ (013) 753 9300 Ext 249
- APPLICATIONS** : 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 18/194** : **REGISTRAR (MR 1 – MR 4) REF NO: 60/22/LMP**
- SALARY** : R201 387 – R357 072 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Polokwane Regional Court
- REQUIREMENTS** : LLB or four year recognized legal qualification; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numeracy skills; Office management, planning and organization skills; Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.
- DUTIES** : Key Performance Areas: Co-ordinate Case Flow Management Support Services to the Judiciary and prosecution at regional level; Coordinate all processes that initiate court proceedings; Compile and submit monthly reports on the Civil statistics and Performance for the office of the Regional Court President and DOJ & CD; Coordinate and liaise with the Office of the Regional Court President and Regional Magistrates on civil and related matters and Court Sittings; Consideration of judgments by default and taxation of attorneys unopposed and opposed bills of cost; Issue , keep, check and analyse court statistics; Issue court orders, advise Magistrates on cases that are distributed and allocated to the courts; Manage Appeals, Reviews and Applications for request for Access to information, Court Records and all relevant registers; Authenticate signatures of legal practitioners, notaries, sworn translators and conveyancers; Provide effective people management to Assistant Registrars at civil seats and in Regional Division.
- ENQUIRIES** : Ms. Mongalo M.P ☎ (015) 287 2037 OR Mr. Maakamedi TP. ☎ (015) 287 2025
- 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, 0700.