

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 13 June 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, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. 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 19/57 : **DEPUTY DIRECTOR-GENERAL: COURT ADMINISTRATION REF NO: 22/112/CS**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)

SALARY : R1 544 415 – R1 739 784 per annum, (all inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate legal qualification or LLB (NQF 7), a post graduate legal qualification (NQF level 8) as recognized by SAQA or equivalent qualification; Admission as an Attorney or Advocate; A minimum of 8 years' experience at Senior Management level in a legal practice and justice system; Knowledge of Public Finance Management Act, 1999 and budget management; In depth knowledge of Public Service and its governance, Constitutional law cases, Criminal, Civil and family cases; Knowledge of all relevant governance prescripts, including Treasury instructions and Interpretation of statutes. Knowledge and understanding of justice and functioning of lower courts including the services offered in courts. Skills and Competencies: Strategic capability and leadership; Financial management; Project and programme management; Knowledge management; Services delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

DUTIES : Key Performance Areas: Oversee and manage the implementation of policies, legislation and programmes that promotes the rights of vulnerable groups; Oversee, manage and monitor the provision of quality service at departmental service points; Oversee and manage the strategic support, research, policy formulation and implementation for court administration; Provide operational leadership, coordination and implementation of access to justice in the regions; Oversee, manage and coordinate ICJS (Integrated Criminal Justice System)

- and civil law processes and procedures; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. M. Kganyago Tel No: (012) 315 1844
: 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.
- POST 19/58** : **PROVINCIAL HEAD REF NO: 22/113/CS**
(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 REQUIREMENTS** : Provincial Office: Mpumalanga
: An undergraduate qualification (NQF level 7) in Social Science, Bcom Law or qualification and / or Public Administration/ Management; A post graduate qualification in Law or legal will be an added advantage; At least 6 years' experience of which 5 years must be Senior Management level; Relevant work experience in the field of Court/Administration of Justice/ Public Administration; A valid driver's license. Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery innovation; Diversity management; Planning and organizing; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills.
- DUTIES** : Key Performance Areas: Manage Justice Operations and related services in the regions; Manage infrastructure, facilities, auxiliary services and ICT related services; Manage Security service and monitor risk of all courts in the region; Manage and monitor justice stakeholders and customer relations; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. M Kganyago Tel No: (012) 315 1844
: 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 19/59** : **DIRECTOR: CONSTITUTIONAL RESEARCH & REVIEW REF NO: 22/111/CD**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
- SALARY** : R1 073 187 – R1 264 959 per annum, (all inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An undergraduate LLB qualification (NQF level 7) as recognized by SAQA or equivalent qualification; Minimum of 6 years' experience in legal environment and/or research of which 5 years' experience at a middle/senior managerial level; Knowledge of Public Finance Management Act, 1999 (PFMA) and budget management; Knowledge of the Public Service and its governance; Knowledge of all relevant governance prescripts, including Treasury instructions; Knowledge and understanding of justice and functioning of lower courts including the services offered in courts. Knowledge and understanding of Constitutional Law, human rights law, public law and related jurisprudence. Experience in research and publication Skills and Competencies: Strategic and conceptual orientation; Innovative thinking; Communication skills (verbal and written); Computer literacy; Research and analytical skills; Problem solving skills; Planning and organizing skills; Monitoring and evaluation skills; Diversity management; Project management; Negotiating skills; Financial management skills.
- DUTIES** : Key Performance Areas: Manage research on legislation impacting on fundamental human rights and values as it relates to constitutional democracy; Manage the development of concept documents on crucial research and constitutional matters; Manage the implementation of constitutional instruments and tools by the three spheres of government; Manage

stakeholder relationship to form research partnerships with research bodies and tertiary institutions; Liaise with the Constitutional Review Committee in Parliament; Provide effective people management.

ENQUIRIES : Ms M Kganyago Tel No: (012) 315 1844
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.

OTHER POSTS

POST 19/60 : **COURT MANAGER (X2 POSTS)**
SALARY : R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE : Magistrate, Humansdorp: Ref No: 63/22EC
Magistrate, Mqanduli: Ref No: 64/22EC
REQUIREMENTS : Three (3) year qualification in Administration and / or National Diploma Services Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; At least 3 years managerial or supervisory experience; Experience in office and district administration; Knowledge of Public Finance Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license; Skills and Competencies: Computer literacy. Strong leadership and management capabilities; Strategic capabilities; Good communication (verbal and written); Computer Literacy.
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; Manage the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage service level agreements.
ENQUIRIES : Ms N Nghona Tel No: (043) 702 7000 / 7138
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
NOTE : Separate applications will be made quoting the relevant reference number.

POST 19/61 : **ASSISTANT STATE ATTORNEY (LP3-LP4): REF NO: 22/37/SA: DURBAN**
(This is a Re-Advertisement: Applicants who previously applied are encouraged to re-apply)

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 : State Attorney: Durban
REQUIREMENTS : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; Conveyancing experience; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical skills; Supervisory and mentoring skills; Problem solving and conflict management.

DUTIES : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA; Draft and / or settle all types of agreements on behalf of the various clients; Render legal opinion and advice; Handle all forms of arbitration, including inter-departmental arbitrations and debt collection.

ENQUIRIES : Ms. E Seerane Tel No: (012) 315 1963
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. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 19/62** : **CHIEF ACCOUNTING CLERK REF NO: 22/35/SA**
(This is a re-advertisement: applicants 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** : State Attorney: Durban
Grade 12 certificate or equivalent qualification; A minimum of 3 years' experience; 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; Manage and perform capturing and verification of invoices; Manage and perform bookkeeping support services; Render a budget support service; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. M. Kooko Tel No: (012) 315 1963
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 19/63** : **SENIOR HUMAN RESOURCE OFFICER REF NO: 20/22/NC/RO**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office: Kimberley
Grade 12 certificate or equivalent with 3 years' experience in Human Resources in the Public Sector; Extensive knowledge of PERSAL system and successful completion of PERSAL Introduction and PERSAL Administration Courses; A valid driver's license. Skills and Competencies: Excellent Communication (written and verbal) skills; Computer literacy (Ms Word and Excel), Good interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Implement transactions in respect of Recruitment and Selection, Transfers, Promotions, Probations, Pay/Grade Progression, Appointments, Payment of Casual Interpreters and Maintenance of the Establishment.; Provide general administrative support in performance management; service benefits and learning and Development; Supervise the implementation of Human Resource functions; Check and approve transactions on PERSAL; Provide monthly statistics of HR functional matters and analyze reports; Give in-service functional training to subordinates.
- ENQUIRIES APPLICATIONS** : Ms DR Kistoo Tel No: (053) 802 1300
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 19/64** : **LEGAL ADMINISTRATION OFFICER-(MR 1-MR4) REF NO: 2022/89/GP**
- 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 REQUIREMENTS** : Regional Office Gauteng
LLB or four year recognised legal qualification; Skills and Competencies: Computer literacy; Excellent Communication (Verbal and Written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to detail; Good filing skills; Report writing skills; Research ability; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Draft legal document and give legal advice to the Regional Office and other organs of the State within the Region regarding the

interpretation and execution of powers and legal matters; Respond to petitions, representations and complaints from civil Society and other Government Departments; Liaise with other Departments, Prosecutors, Judiciary and communities on the programmes around crime prevention; Prepare memoranda for appointments of Commissioners of Oath, Appraisers and Justice of Peace; Recover loss of and damage of state property; Oversee the smooth functioning of Specialized Courts in the Province i.e. Sexual Offences, Family, Equality, Community Court and Municipal Court; Facilitate Public Education and conduct Community Awareness Campaigns on legislation administered by the Department; Co-ordinate programmes related to children in custody, awaiting trial prisoners, small claims courts ,the lay assessors system and maintenance; Act as a Departmental Gender Focal person in the Province and ensure implementation of the Victim's Charter; Support the Courts regarding quasi-judicial functions.

ENQUIRIES

: Ms V Shiburi Tel No: (011) 332 9000

APPLICATIONS

: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.