

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	20 June 2022
<u>NOTE</u>	:	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

<u>POST 20/65</u>	:	<u>PRINCIPAL LEGAL ADMINISTRATION OFFICER: (ASSISTANT SECRETARY) REF NO: 22/117/LD</u>
<u>SALARY</u>	:	R1 073 187 – R1 264 176 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An LLB or appropriate equivalent undergraduate legal qualification (NQF7); A minimum of 5 years' experience in legal research; 5 years should be at middle/senior management level; Knowledge of the South Africa Law Reform Commission Act, Constitution of South Africa, Public Finance Management Act, Public Service Act, South African legal system and practices in general; Knowledge of the Constitution; Public Service and the workings of Government; Skills and Competencies: Strategic capabilities and leadership; Legal Research and drafting; 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 (written and verbal); Honest and Integrity.
<u>DUTIES</u>	:	Key Performance Areas: Support the Secretary of the SA Law Reform Commission in coordinating secretarial functions and managing the SALRC's legal research programme; Render Secretariat services to the SA law Reform Commission and its committees; Promote the efficient and effective functioning of the SALRC; Develop legal inputs for SALRC, government and parliamentary institutions; Coordinate the compilation of report on the annual activities of the SALRC; Provide inputs with regard to the SALRC's budget, expenditure and organizational structure; Investigate requests for inclusion of matters in the Commission's research programme including the preparation of submissions for consideration by the Working Committee, Commission and the Minister; Coordinate both local and international stakeholder and media relations; Oversee the administration of the SALRC and other task assigned by the Secretary or the Commission.

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.

OTHER POSTS

POST 20/66 : **COURT MANAGER REF NO: 75/22/LMP**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)

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) years 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; 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 MP. Tel No: 015) 287 2037 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 x 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0699.

POST 20/67 : **ADMINISTRATIVE OFFICER REF NO: 76/22/LMP**

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

CENTRE : Magistrate Belabela
REQUIREMENTS : 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; Manage the Criminal and Civil Court Administration Sections, section related to Family Courts, Supply Chain; Management of the office (Third Party Funds and Vote Accounts); 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 : 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 x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700
- POST 20/68** : **FORENSIC AUDITORS REF NO: 22/116/IA (X5 POSTS)**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An appropriate three (3) year Degree or National Diploma with majors in Auditing/Internal Auditing, Accounting, Law , Police Administration or equivalent qualification; At least 1 year experience in Forensic Auditing/investigation environment with more emphasis on financial matters (includes internship/learnership); Knowledge of the Public Finance Management Act; Successful candidates will be required to complete a security clearance; In-depth knowledge of the standards set by The Institute of Internal Auditors (IIA); A valid driver's licence. Skills and Competencies: Communication (written and verbal); Analytical skills; Report writing skills; Computer literacy; Planning and organizing; Interpersonal relations.
- DUTIES** : Key Performance Areas: Provide evidence of fraud risks and contribute to the development of an early warning system; Conduct forensic audit investigations in accordance with the investigation methodology; Represent the Department in the criminal and civil recovery processes; Advise management on areas where inadequate measures exist to mitigate risks; Coordinate the forensic audit assignments with other units within the Department.
- ENQUIRIES APPLICATIONS** : Ms D. Modibane Tel No: (012) 315 1668
: 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 20/69** : **LEGAL ADMINISTRATION OFFICER MR4 REF NO: 22/62/KZN**
- SALARY** : R315 225 - 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, Durban
: LLB degree or 4-year recognized legal qualification; At least five (5) years' appropriate post qualification legal experience; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele, Victim's Charter and Restorative Justice; A valid driver's license; Knowledge on the implementation of legislation affecting vulnerable groups; Proficiency in isiZulu will be an added advantage. Skills and Competencies: Computer literacy; Excellent communication skills (both verbal and written); Leadership skills; public education and training; Good interpersonal and inter-cultural relations; Problem solving skills; Ability to analyze statistics; Time management skills; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Manage State losses within the Department i.e. deal with disposal, recovery and mitigation of losses; Identify and conduct training of officials dealing with Vulnerable Groups at the courts; Monitor and oversee special projects on Gender, Persons with disabilities and the Elderly; Represent the Regional Office on Inter-Departmental Committees; Ability to chair the various Provincial Fora; Manage the implementation of legislations aimed at protecting the rights of vulnerable groups); Ensure that the strategic responsibilities in respect of Regional Civil Courts, Sexual Offences Courts, Small Claims Courts, Equality Courts and Restorative Justice are met; Respond to petitions, representations and complaints from members of the public, civil society and other Government Departments. Manage statutory appointments.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban

- POST 20/70** : **ADMINISTRATIVE OFFICER: TRUTH AND RECONCILIATION: REF NO: 22/120/CD**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Office Management /Public Administration/ Public Management/Business Management; Minimum of 2 years in Office Administration; Knowledge of Supply Chain Management, DFI, BAS and JYP; Understanding of Public Service Regulations and Public Finance; Skills and Competencies: Computer literacy (MS office); Excellent communication (verbal and written); Good interpersonal relation; Office management; Accuracy and attention to detail; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render general administration support services; Provide financial and supply chain administration support services; Manage assets and control flow of documents; Render secretarial / logistical administrative support.
- ENQUIRIES APPLICATIONS** : Mr Mokoena Tel No: (012) 3578650
: 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 20/71** : **SENIOR COURT INTERPRETER REF NO: 10/22/NC/KIM**
(This post 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: Kimberley
: 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: Isixhosa, Setswana, English, Afrikaans are compulsory. Sesotho or Isizulu or proficiency in any official language will be an added advantage. 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: Interpret in court of Law (Civil and Criminal matters), small claims courts, pre- trial proceedings and consultations; Manage and supervise court interpreters; Consecutive interpreting from source to target language during court proceedings and , pre-trial , consultation, quasi and judicial; Interpret non-verbal gesture, dramatization and confessions; Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms M Phiri Tel No: (053) 8021300
: 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 20/72** : **REGISTRAR: MR3 REF NO: 22/63/KZN**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
- SALARY** : R260 928 – R298 350 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

- CENTRE** : Magistrate's Office, Newcastle: (The successful candidate will also serve Madadeni, Ladysmith and Dundee Magistrate Courts)
- REQUIREMENTS** : LLB degree or recognized 4-year legal qualification; At least 2 years' appropriate post qualification legal experience. A valid driver's license. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
- DUTIES** : Key Performance Areas Coordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default.; Issue, monitor and analyse court statistics; Manage the civil sections in co-operation with the judiciary and Court Manager; Manage and submit monthly returns to the Court Manager. Provide practical training and assistance to the clerks of court and Assistant Registrars in the lower courts. Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 20/73** : **REGISTRAR MR3: REF NO: 22/64/KZN**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
- SALARY** : R260 928 – R298 350 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office, Pongola: (The successful candidate will also serve Vryheid, Nongoma and Ingwavuma Magistrate Courts)
- REQUIREMENTS** : LLB degree or recognized 4-year legal qualification; At least 2 years' appropriate post qualification legal experience. A valid driver's license. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
- DUTIES** : Key Performance Areas Coordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default. Issue, monitor and analyse court statistics; Manage the civil sections in co-operation with the judiciary and Court Manager; Manage and submit monthly returns to the Court Manager. Provide practical training and assistance to the clerks of court and Assistant Registrars in the lower courts. Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 20/74** : **MAINTENANCE OFFICER (MR1-MR3) REF NO: 22/65/KZN**
- SALARY** : R201 387 – R298 350 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Verulam
- REQUIREMENTS** : LLB degree or recognized 4 year legal qualification; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation. A valid driver's license. Skills and Competencies: Languages skills (oral & written); Motivational skills; Loyalty, honesty, Ability to work under

DUTIES

pressure etc; Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy;
: Key Performance Areas: Manage and perform Maintenance Officer's duties in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Implement Bench Orders.

ENQUIRIES

: Ms M.P. Khoza Tel No: (031) 372 3000

APPLICATIONS

: Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.