

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 27 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 these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

**POST 21/89** : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 2022/99/GP**

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

**CENTRE** : Regional Office: Gauteng

**REQUIREMENTS** : A Bachelor's Degree or National Diploma Labour Law/Relations, Human Resources Management or equivalent qualification; A minimum of 3 years' experience in Labour Relations of which at 3 years should be on managerial (Assistant Director) level. Knowledge and understanding of Public Service Legal Framework, Public Service Regulations, Labour legislation, government policies and procedures; A valid driver's license; Skills and Competencies: Financial management skills; Computer literacy (MS Word, Powerpoint, Outlook, Excel, etc); Negotiation skills; Research and analytical skills; Communication (verbal and written); Managerial and project management skills.

**DUTIES** : Key Performance Areas: Manage and coordinate the handling of grievances, disputes, misconduct, disciplinary matters and arbitration matters; Manage the provisioning of labour relations system and support; Facilitate capacity building programmes in the labour relations fields; Facilitate the handling of appeals in the Region; Provide effective people management.

**ENQUIRIES** : Ms B Mbanga Tel No: (011) 332 9000

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Regional Office, Gauteng, Private Bag X 6, Johannesburg, 2000 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg

**POST 21/90** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 22/74/KZN**

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

**CENTRE** : Regional Office, Durban

- REQUIREMENTS** : A recognized and appropriate three-year tertiary qualification in Human Resources Management (NQF6) or equivalent qualification; A minimum of 3 years' experience in Human Resource of which 3 years should be on managerial (Assistant Director) level; Knowledge and understanding of HR related prescripts; In depth knowledge in all aspects of Human Resource Management; A valid driver's license, Skills and Competencies: Strategic management abilities; Communication (verbal and written); Project and financial management; Planning and organizing (including time management); Presentation and facilitation skills; Diversity management; Computer literacy (MS Office); Ability to work under pressure and meet deadlines; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Manage and coordinate the recruitment and selection processes; Manage human resource processes such as appointments and transfers; Manage service benefits and organizational performance ; Provide effective people management within the sub-directorate; Provide advice to EXCO on pertinent issues relating to area of specialty.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000  
: Quote 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 21/91** : **COURT MANAGER REF NO: 88/22EC**
- SALARY** : R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate, Tsolo  
: 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 APPLICATIONS** : Ms N Nghona Tel No: (043) 702 7000 / 7138  
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
- POST 21/92** : **ASSISTANT DIRECTOR: THIRD PARTY FUNDS REF NO: 22/VA49/NW**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office - NW  
: An appropriate Degree/Diploma in Financial Management or equivalent qualification, with Accounting as a major subject; A minimum of 3 (three) years working experience in a finance environment, of which 3 years should be at supervisory level; A valid driver's license. Knowledge of Public Financial Act and National Treasury Regulations, Knowledge of Justice Administered Act, Regulations; GRAP, Financial Instruction and Directives, Knowledge of Departmental TPF system. Skills and Competencies: Planning, organizing, Controlling, Interpersonal relations, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, Communication skills, Computer literacy, Customer focus and responsiveness,

- Ability to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.
- DUTIES** : Key Performance Areas: Manage sound financial management of the Third – Party Funds (TPF), Provide financial support and advice to Regional Office and Magistrate Offices in the Region, Provide effect people management.
- ENQUIRIES APPLICATIONS** : Ms. L Shoai Tel No: (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 21/93** : **PERSONAL ASSISTANT: OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO: 22/121/CFO**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria  
: A Secretarial Diploma or equivalent qualification at (NQF level 5); A minimum of 3 years' experience in rendering a support services to Senior Management; Knowledge of relevant Public Service and Departmental legislation/ prescripts/ policies and procedures; Knowledge of financial, provisioning and Human Resource administration procedures and processes; Skills and Competencies: Communication skills (verbal and written); Interpersonal and organizational skills; Computer literacy; Numerical skills; Writing skills; Presentation skills; Problem solving; Creative and analytical thinking; Ability to work under pressure and meet deadlines; Ability to do research and analyse documents.
- DUTIES** : Key Performance Areas: Provide secretarial/ receptionist support services to the Chief Financial Officer; Provide clerical support services; Render administrative support services; Provide support to manager regarding meetings; Support manager with the administration of the manager's budget; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager.
- ENQUIRIES APPLICATIONS** : Mr. J Maluleke Tel No: (012) 315 1090  
: 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.