

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 11 July 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.

MANAGEMENT ECHELON

POST 23/105 : **DIRECTOR: JUSTICE OPERATIONS & FACILITIES MANAGEMENT REF NO: 22/79/KZN**

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 : Regional Office, Durban

REQUIREMENTS : A Bachelor Degree in Public Management/Administration, or Property Management, Real Estate, Security Management or equivalent qualification (NQF7); At least six (6) years' experience of which five (5) years must be at middle/senior managerial level experience; Knowledge of legislation, prescripts and Framework of the Public Service; Experience in Court Management; Experience in infrastructure and Property will be an added advantage; A valid driver's license. Skills and Competencies: Strategic capabilities and leadership; Performance Management; Property and Project Management; Financial Management; Knowledge Management; Service delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Communication skills; Change Management; Client orientation and customer focus.

DUTIES : Key Performance Areas: Manage justice operations and related services in the region; Manage infrastructure, facilities and auxiliary services; Monitor risk and manage security service of all courts in the region; Manage ICT related services; Manage, monitor justice stakeholder and customer relations; Manage effective utilization of resources in the Directorate

ENQUIRIES : Mr. J.N. Mdaka 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:

OTHER POSTS

- POST 23/106** : **STATE LAW ADVISER LP7- LP8 REF. NO: 22/130/SLA**
- SALARY** : R774 660 – R1 285 149. per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE** : Office of The Chief State Law Adviser: Cape Town.
- REQUIREMENTS** : LLB or 4 year recognized legal qualification; At least 5 years appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Experience in Constitutional Law and Administrative Law; Skills and Competencies: Legal research and legislative drafting; Advocacy; Problem solving and decision making skills; Litigation skills; Good communication skills (written and verbal); Computer literacy; Planning and organizing skills; Analytical and report writing skills.
- DUTIES** : Key Performance Areas: Scrutinize, redraft and certify Draft Bills of all National Departments with regard to their constitutionality, quality, drafting form, style for approval and introduction; Appear before and provide legal and legislative drafting services at committees of both houses of parliament; Write legal opinions for all departments of state in the national, provincial and local sphere of government and other organs of state; Scrutinize and provide opinions on all draft international agreements and subordinate legislation referred to the office; Mediate disputes by identifying issues, developing options, considering alternatives and advising on the process of mediation; Advise and draft legal documents that provide clear motivation/ justification; Perform any functions assigned to the office by the national executive.
- 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
- POST 23/107** : **COURT MANAGER (02 POSTS)**
- SALARY** : R477 090 – R561 891 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Courts: Dundee Ref No: 22/80/KZN (1 Post)
Magistrate Courts Scottburgh Ref No: 22/81/KZN (1 Post)
- 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; 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 license; 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; Teamwork and leadership skills; Interpersonal skills; Conflict and problems solving skills; 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** : Mr. J.N. Mdaka 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
- POST 23/108** : **ADMINISTRATIVE OFFICER REF NO: 22/82/KZN**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office Family Advocate, Durban
- REQUIREMENTS** : A Bachelor's degree in Business Administration or National Diploma /NQF level 6 or related; A minimum of 3 years working experience in Administration of

which at least 1 year should be at supervisory level/team leader; Knowledge of the Medium Term Expenditure Framework; A valid driver's license; Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Good Interpersonal relations; Organizational and leadership skills; Work independently.

DUTIES : Key Performance Areas: Execute administrative functions and provide effective management within the office/service point; Provide supply chain management and human resources services of administrative component of the Family Advocate offices at the service points (Durban & Ntuzuma); Render advice/assistance on a wide spectrum of matters within occupational class context; Compile and submit monthly statistics and expenditure in respect of an office; Manage and control allocated government vehicles and safeguard departmental asset.

ENQUIRIES : Mr. J.N. Mdaka 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:

POST 23/109 : **ADMINISTRATIVE OFFICER (2 POSTS)**

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

CENTRE : Magistrate Court, Durban; Ref No: 22/83/KZN
Magistrate Court, Glencoe; Ref No: 22/84/KZN

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 : Mr. J.N. Mdaka 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

POST 23/110 : **ADMINISTRATIVE OFFICER: REF NO: 22/124/SA**
(06 Months Contract Appointment)

SALARY : R321 543 + 37% = R440 514 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Bloemfontein

REQUIREMENTS : 3 years Degree/ National Diploma in Office Administration or equivalent qualification (NQF level 6); 2 years' experience in Office Administration and Finance; Knowledge of the Public Finance Management Act, Departmental Financial Instruction and Treasury Regulations; A valid driver's license. Skills and Competencies: Computer literacy (MS Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Interpersonal skills; Problem solving; Planning and organizing; Ability to work under pressure.

DUTIES : Key Performance Areas: Perform budget administration service on behalf of the Office of the State Attorney; Manage the payment of accounts and control inventory; Coordinate procurement of equipment and logistical support; Assist with the handling of enquiries and maintain office database.

ENQUIRIES : Ms K C Ngomani Tel No: (012) 3578661
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.
- POST 23/111** : **LEGISLATIVE LANGUAGE PRACTITIONER: ISIXHOSA REF NO: 22/132/SLA**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Office of The Chief State Law Adviser: Cape Town
: A three-year tertiary qualification majoring in Isixhosa or an equivalent qualification; Experience in working as Language Practitioner in Isixhosa; Knowledge of other languages coupled with a practical understanding of the law; Skills and Competencies: Presentation skills; Language proficiency; Communications skills; Computer literacy; Translations skills Ability to work under pressure.
- DUTIES** : Key Performance Areas: Translate legislation from English to Isixhosa in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Edit and proofread Legislation in Isixhosa; Interact with PANSALB and other relevant stakeholders involved in promoting the use of all official languages; Assist with the promotion and development of Isixhosa as an official language and legal terminology for the use in legislation; Provide language quality control mechanisms in respect of legislation; Perform any other duties as assigned by Senior Legislative Language Practitioner.
- ENQUIRIES APPLICATIONS** : Ms P Leshilo Tel No: (012) 357 8240
: 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 23/112** : **ASSISTANT MASTER, MR3- MR5 REF NO: 22/133/MAS (02 POSTS)**
- SALARY** : R260 928 – R926 193 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of The High Court: Johannesburg
: LLB Degree or four years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Masters of the High Court; Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.
- DUTIES** : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.
- ENQUIRIES APPLICATIONS** : Mr. C. Msiza Tel: (012) 315 4754
: 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 23/113** : **MAINTENANCE OFFICER MR1–MR4 REF NO: 2022/117/GP**
(Re-advertisement. candidates who previously applied are encouraged to re-apply)
- 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**

: Family Court, Johannesburg
: LLB Degree or recognized 4 years' legal qualification; 5 years appropriate post qualification legal experience; Extensive knowledge of the maintenance system and family law matters; Proficiency in the following languages: English, Afrikaans or Zulu, Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; A valid driver's license; Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Interpersonal relations; Innovative and work under pressurized environment. Professionalism and empathy.

DUTIES

: Key Performance Areas: Perform the powers duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervise the Family Law Section; Mentoring and Coaching; Ensure compliance with disciplinary code; Manage performance of subordinate.

**ENQUIRIES
APPLICATIONS**

: Ms P Raadt Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 Or Physical Address: Regional Office – Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg