

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 18 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 24/57 : **DIRECTOR: ICT GOVERNANCE AND SERVICE DELIVERY MANAGEMENT REF NO: 22/143/ISM**

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 REQUIREMENTS : National Office, Pretoria

: An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the school of government; 5 years' experience at middle/ senior management level in respect of ICT governance and ICT service delivery management; Knowledge of corporate governance of ICT, ICT policy development, ICT risks, ICT audits, ICT service delivery, ICT project governance and ICT compliance monitoring; Knowledge of Public Service Regulations and Public Finance Management Act. Skills and Competencies: Strategic capability 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; and Honesty and integrity.

DUTIES : Key Performance Areas: Manage the establishment and monitoring of ICT service portfolios; Manage the establishment and monitoring of compliance to ICT governance frameworks, policies and procedures; Manage ICT risks and audits; Manage the monitoring and evaluation of Regional ICT compliance and implementation plans; Provide effective people and financial resources management.

ENQUIRIES APPLICATIONS : Mr. J. Maluleke Tel No: (012) 357 8591 or 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.

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OTHER POSTS

- POST 24/58** : **DEPUTY DIRECTOR: BUSINESS ANALYST REF NO: 22/140/ISM (X2 POSTS)**
- SALARY** : R744 255 – R876 705 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information Communication Technology; An understanding of the Public Service Sector and application of legislation, policies and regulation; A minimum of 3 years' experience as a Business Analyst of which 2 years should be on managerial (Assistant Director) level; Knowledge and understanding of System Analysis, Solution Architecture, Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall Methodologies); Knowledge and understanding of Corporate Governance of ICT Policy Framework, Public Service Regulations and Public Finance Management Act. Skills and Competencies: Good communication (written and verbal) skills.; Applied strategic thinking; Budget and financial management; Leadership and strategic capabilities; Diversity management; Project Management skills; Good interpersonal relations and problem solving; Planning and organizing; Ability to work in a team; Ability to work overtime.
- DUTIES** : Key Performance Areas: Conduct the analysis and optimization of business process for ICT solutions; Coordinate the design of ICT solutions; Coordinate the development of ICT solutions; Manage human-finances and other resources.
- ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No: (012) 315 1090
- : 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
- POST 24/59** : **PROJECT MANAGER: ICT PROGRAMME AND PROJECT MANAGEMENT REF NO: 22/141/ISM (X3 POSTS)**
- SALARY** : R744 255 – R876 705 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information Communication Technology or equivalent qualification; A minimum of 3 years' experience in Project Management of which 3 years should be on managerial (Assistant Director) level; Knowledge and understanding of Public Service Regulations and Public Finance Management Act; Knowledge of ICT Strategic Planning, ICT Business Value Matrics, Information and System Management; Knowledge of Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall Methodologies) PMBOK and Prince 2. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus responsiveness; Problem solving; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making.
- DUTIES** : Key Performance Areas: Manage the overall planning, execution, monitoring, controlling and closing of ICT business application projects; Manage the development and implementation of project management strategies and plans for ICT infrastructure; Manage administrative support for ICT project management; Provide effective people and financial management.
- ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No: (012) 357 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.
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<u>POST 24/60</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC SOURCING REF NO: 22/146/CFO</u>
<u>SALARY</u>	:	R744 255 – R876 705 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>	:	A Degree/ National Diploma at (NQF level 6) as recognized by SAQA in Commerce/ Business Economics/ Supply Chain Management/ Logistics Management/ Purchasing Management or equivalent qualification; A minimum of 3 years' experience in Supply Chain Management within the public sector of which 3 years should be in managerial (Assistant Director level); Knowledge of Public Financial Management Act, PPPFA, Departmental Financial Instruction and Treasury Regulations; Knowledge of procurement and the broader public Supply Chain Management (SCM) legislative and regulatory environment. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.); Financial management; Research and analytical skills; Enterprise Supplier Development; Leadership and strategic capabilities; Policy analysis and development; Good communication skills (verbal and written); Accuracy and attention to details; Interpersonal skills; Problem solving skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage the functional operation of the strategic sourcing and supplier management in the Sub-directorate; Manage stakeholder relationship and engagement; Collate and coordinate the inputs for the design and development of strategic sourcing and supplier performance strategies for products and services; Monitor and evaluate systems for strategic sourcing; Manage repository for sourcing and supplier management systems; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr J. Maluleke Tel No: (012) 315 1090
<u>APPLICATIONS</u>	:	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.
<u>POST 24/61</u>	:	<u>ASSISTANT DIRECTOR: DISTRICT COURT EFFICIENCY REF NO: 22/136/CS</u>
<u>SALARY</u>	:	R382 245 - R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Administration/Public Management/Business Administration; A minimum of 3 years' experience in a relevant field and at supervisory level; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, 1994 (Act 103 of 1994), the Public Service Regulations, 2001, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applying technology; Budget and financial management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict; Planning and organizing; Problem solving and decision making; Project management; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Implement policies and strategies to support systems and processes in the Directorate; Administer and provide support on the implementation of off-site storage, statutory appointment and transcriptions services; Facilitate the provision of procurement of goods & services and financial administration in the sub-directorate projects; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr. M. Mokoena Tel No: (012) 744 2026
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.