

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 25 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 25/57 : **DIRECTOR: MAGISTRATES' COMMISSION: (SECRETARIAT) REF NO: 22/160/CS**

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 : National Office, Pretoria

REQUIREMENTS : An undergraduate four year Legal qualification as recognized by SAQA; 5 years' experience at middle/senior managerial level of which 3 years must be in the Court environment; Knowledge and interpretation of statutes, policy design, implementation, monitoring and evaluation; Knowledge and understanding of court operations, court information systems, magistracy and statutory appointment; Knowledge and understanding of legislative framework governing the Public Service; Knowledge of Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and the Public Finance Management Act; Nyukela Certificate (Certificate for entry into the Senior Management Services from School of Government); 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 provision of secretariat and administrative support to the Magistrates' Commission; Manage, coordinate and facilitate the administration of Magistrates' appointment, conduct and related conditions of service; Manage reports on the functionality of court information systems and

processes affecting Magistrates' court performance; 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 25/58 : **FAMILY COUNSELLOR MANAGER REF NO: 22/VA52/NW**

SALARY : R806 811– R908 085 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 Family Advocate - Mahikeng
REQUIREMENTS : Bachelor's Degree in Social Work or equivalent qualification; A minimum of ten years appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license; Skills and Competencies: Computer literacy; Communication (written and verbal) Skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

DUTIES : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile statutory court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes; and relief in other service offices in the Province when there is an operational need

ENQUIRIES : Adv. P.I Seabi - Mathope Tel No: (012) 357 8022
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

POST 25/59 : **DEPUTY DIRECTOR: TESTING AND QUALITY ASSURANCE: REF NO: 22/142/ISM**

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

CENTRE : National Office, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years' experience in Testing of which 3 years should be on managerial (Assistant Director) level; Knowledge of Corporate Governance of ICT Policy Framework, test methodologies in relation to the implementation of SDLC (Waterfall and Agile) methodology and testing techniques; Understanding of Public Service Regulations, Public Finance Management Act, Quality Management and Programming. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving decision making; Project management.

- DUTIES** : Key Performance Areas: Conduct the analysis of testing requirements, design of test cases and execution of the testing of ICT solutions; Schedule and conduct quality infrastructure audit inspections to analyse and review systems, data and documentation; Maintain the test and quality assurance environments; Provide effective people management.
- 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.
- POST 25/60** : **DEPUTY DIRECTOR: ICT STRATEGY, PLANNING AND MONITORING REF NO: 22/151/ISM**
- 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
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; Knowledge and understanding of ICT Strategic Planning and Monitoring; A minimum of 3 years' experience in ICT Planning and Monitoring and should be on managerial (Assistant Director) level; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Knowledge of government ICT planning and monitoring frameworks and strategy formulation; Knowledge of government financial processes and systems. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving and decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Facilitate the development and review of the ICT Strategic Plans; Facilitate the development and review of the ICT Operational Plans; Monitor the performance against the ICT Strategic and Operational Plans; Provide effective people and financial management.
- 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.
- POST 25/61** : **DEPUTY DIRECTOR: ICT BUSINESS AND DATA ARCHITECTURE REF NO: 22/152/ISM**
- 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
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years in ICT Business and Data Architecture and should be on managerial (Assistant Director) level; Knowledge and understanding of Enterprise Architecture including Government Wide EA and Architecture Frameworks, and Project management; Knowledge of ICT Planning and Monitoring Framework and Government financial processes and systems; An understanding of the Public Service Regulations, Public Finance Management Act and Treasury Regulations. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving

problems; Planning and organizing; Problem solving and decision making; Project management; Team leadership.

DUTIES : Key Performance Areas: Facilitate the design, implementation and review of the ICT Business Architecture and Data Architecture; Monitor compliance to Business and Data Architecture; Provide effective people and financial management.

ENQUIRIES : Mr J. Maluleke Tel No: (012) 315 1090

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 25/62 : **DEPUTY DIRECTOR: BUSINESS INTELLIGENCE REF NO: 22/153/ISM**

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

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognised by SAQA in Information and Communication Technology; A minimum of 3 years' experience in ICT business applications/intelligence environment and should be on managerial (Assistant Director) level; Knowledge of ICT policy development, ICT planning and monitoring framework; Knowledge and understanding of Public Service Regulations and Public Finance Management Act and Treasury Regulations; Knowledge of government financial processes and systems. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Project management; Team leadership.

DUTIES : Key Performance Areas: Facilitate the provision of Business Intelligence data and information; Facilitate the maintenance and enhancement of Business Intelligence tools and environment; Facilitate the functional support of Business Intelligence tools and environment; Provide effective people management.

ENQUIRIES : Mr. J. Maluleke Tel No: (012) 315 1090

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 25/63 : **DEPUTY DIRECTOR: ICT GOVERNANCE MANAGEMENT: REF NO: 22/154/ISM**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information Communication Technology; A minimum of 3 years' experience in ICT Governance and/or ICT Auditing and should be on Managerial (Assistant Director) level; Knowledge and understanding of Public Administration Corporate Governance of ICT Policy Framework and Project Management; Knowledge of ICT policy development, ICT risks, ICT audits and ICT related compliance; Knowledge and understanding of Public Service Regulations and Public Finance Management Act and Treasury Regulations; Knowledge of government financial processes and systems; Knowledge and understanding of ITIL, COBIT and Corporate Governance (King V or latest). Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Project management; Team leadership.

DUTIES : Key Performance Areas: Facilitate the development, implementation, review and monitoring of ICT governance frameworks, policies and procedures; Facilitate the identification and mitigation of ICT risks (strategic and operational risks); Facilitate the execution of ICT audits and monitoring of audit action plans (Internal and Auditor General audits); Provide effective people and financial management.

ENQUIRIES : Mr. J. Maluleke Tel No: (012) 315 1090

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 : Preference will be given to women and people with disability.

POST 25/64 : **DEPUTY DIRECTOR: DIGITAL TRANSFORMATION REF NO: 22/155/ISM**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information Communication Technology; A minimum of 3 years' experience in ICT Planning and Monitoring and /or Digital Transformation and should be on managerial (Assistant Director) level; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Knowledge in ICT Strategy Formulation, Digital Transformation, government financial processes and systems. Skills and Competencies: Applied strategic thinking; Applying technology; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Problem solving and decision making; Project management.

DUTIES : Key Performance Areas: Facilitate the establishment, monitoring and implementation of Digital Transformation; Provide Digital Transformation Research and Advisory Services; Facilitate the establishment of ICT Investment Value Monitoring; Provide effective people management.

ENQUIRIES : Mr. J. Maluleke Tel No: (012) 315 1090

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

POST 25/65 : **DEPUTY DIRECTOR: ICT SERVICES PORTFOLIO MANAGEMENT REF NO: 22/156/ISM**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years' experience in ICT Service Delivery Management and/or ICT Governance and should be on managerial (Assistant Director) level; Knowledge and understanding of ICT policy development, Service Delivery Management, ICT risks, audits and related compliance; Knowledge of planning and monitoring framework; Knowledge of government financial processes and systems ITIL and COBIT; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Public Administration Corporate Governance and Treasury Regulations. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving and decision making; Project management; Team leadership.

DUTIES : Key Performance Areas: Develop and maintain the ICT Services Portfolio (catalogue); Monitor the delivery of operational services levels as contained in the ICT Services Catalogue against approved standards; Monitor ICT Service Delivery Improvement Plans; Facilitate Regional Compliance and Regional ICT Implementation Plans; Provide effective people management.

ENQUIRIES : Mr. J. Maluleke Tel No: (012) 315 1090
APPLICATIONS : 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 25/66 : **DEPUTY DIRECTOR: ICT TECHNOLOGY AND APPLICATIONS ARCHITECTURE REF NO: 22/157/ISM**

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

CENTRE : National Office, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years' experience in ICT Technology and Applications Architectures and should be managerial or (Assistant Director level); Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Policy Development; Understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Knowledge of ICT Planning and Monitoring Framework and Government financial processes and systems. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen Focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.

DUTIES : Key Performance Areas: Facilitate the design, implementation, review and monitoring of the ICT Technology Architectures; Facilitate the design, implementation, review and monitoring of the ICT Applications Architectures; Facilitate the development, review and monitoring of ICT hardware and software standards; Provide effective people and financial management.

ENQUIRIES : Mr J. Maluleke Tel No: (012) 315 1090
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 25/67 : **DEPUTY DIRECTOR: ICT TECHNOLOGY AND APPLICATIONS ARCHITECTURE REF NO: 22/157/ISM**

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

CENTRE : National Office, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years' experience in ICT Technology and Applications Architecture and should be at managerial (Assistant Director) level; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Policy Development; Understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Knowledge of ICT Planning and Monitoring Framework and Government financial processes and systems. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.

- DUTIES** : Key Performance Areas: Facilitate the design, implementation, review and monitoring of the ICT technology architecture; Facilitate the design, implementation, review and monitoring of the ICT application architecture; Facilitate the development, review and monitoring of ICT hardware and software standards; Provide effective people management.
- 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.
- POST 25/68** : **DEPUTY DIRECTOR: SYSTEMS MANAGER REF NO: 22/158/ISM**
- 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
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years' experience in ICT business applications environment should be on managerial (Assistant Director level); Knowledge and understanding of ICT operations management, policy development, planning and monitoring framework; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Knowledge of government financial processes and systems. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Facilitate the maintenance of business applications; Facilitate the development of business applications; Facilitate functional support of business applications; Facilitate the enhancements of business applications; Provide effective people management.
- 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.
- POST 25/69** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6): (PAIA ACCESS: TO INFORMATION AND RECORDS MANAGEMENT) REF NO: 22/137/AIRM**
- SALARY** : R480 927 – R1 157 940 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An LLB or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience; Experience in the field of Constitutional Law and Human Rights Law: Knowledge of South African Legal system and experience in office administration; Knowledge of Public Finance Management Act (PFMA) and budgetary/ financial management; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Programme and project management; Leadership skills; Communication and Interpersonal relations; Facilitation and presentation skills; Conduct public education and training; Good interpersonal and inter-cultural relations; Innovative and analytical thinking; Planning and organizational skills; Problem solving skills; Report writing and draft skills; Legal research and drafting.
- DUTIES** : Key Performance Areas Manage the implementation of the PAIA, POPIA and other Human Rights legislation by the Department; Conduct awareness sessions to Departmental officials and members of the public on PAIA, POPIA and other

Human Rights legislation; Respond to telephonic and email enquiries from members of the public and other institutions on PAIA and POPIA and other Human Rights legislation; Conduct research and compile reports on developments relating to PAIA, POPIA and other Human Rights legislation; Provide effective people management.

**ENQUIRIES
APPLICATIONS**

: Mr S Kgafela Tel No: (012) 315 1042
: 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 25/70

: **COURT MANAGER (X2 POSTS)**

SALARY

: R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: Magistrate, Port St Johns Ref No: 97/22EC
Magistrate, Qumbu Ref No: 98/22EC

REQUIREMENTS

: A 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 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: The Regional Head, Private Bag X9065, East London, 5200

NOTE

: Separate application must be made quoting the relevant reference number

POST 25/71

: **ADMINISTRATION OFFICER (X3 POSTS)**

SALARY

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

CENTRE

: Magistrate Court Rustenburg Ref No: 22/VA62/NW
Magistrate Court Groot Marico Ref No: 22/VA61/NW
Magistrate Office: Bloemfontein Ref No: 22/72/FS

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 services; Perform any other duties necessary to ensure smooth office running.

- ENQUIRIES** : Mahikeng: Ms. L. Shoai Tel No: (018) 397 7054
Free State: Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Mahikeng: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
Free State: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 25/72** : **ASSISTANT STATE ATTORNEY: (LP3-LP4) REF NO: 22/159/SA**
- 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 REQUIREMENTS** : State Attorney: Johannesburg
: 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; 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 APPLICATIONS** : Mr. E Seerane Tel No: (012) 315 1780
: 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: 1. People with disabilities are encouraged to apply.2. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 25/73** : **CHIEF ADMINISTRATION CLERK REF NO: 22/71/FS**
- SALARY** : R261 372– R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office, Welkom
: Grade 12 or equivalent; A minimum of 3 years' relevant experience. Skills and Competencies: Computer literacy MS Office; Good communication (written and verbal); Interpersonal relations; Able to work independently and under pressure; Attention to details.
- DUTIES** : Key Performance Areas: Render general clerical support services. Provide Supply Chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the Court/Cluster. Supervise and provide financial administration support services in the Court/Cluster.
- ENQUIRIES APPLICATIONS** : Ms. N Dywili Tel No: (051) 407 1800
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

- POST 25/74** : **MAINTENANCE OFFICER: MR3 – MR 5 REF NO: 22/VA63/NW**
- SALARY** : R260 928 – R510 435 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Stilfontein Magistrate Court
: LLB Degree or recognised 4 year legal qualification; At least two (2) year appropriate post qualification legal experience; Extensive knowledge of the maintenance system and family law matters; Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other related areas; Proficiency in the following languages; Setswana, Afrikaans and English; A valid driver's licence; Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
- 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; Administer the preparations and issuing of Section 26 and emoluments attachment orders as well as court interdicts; Prepare and compile all necessary evidence in presentation and application of future maintenance orders; Capture maintenance cases on ICMS system and appear in the Maintenance Court; Implement Bench orders; Provide effective people management to the Family Law Section and Maintenance Investigators.
- 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 deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 25/75** : **REGISTRAR (MR 1- MR 5) REF NO: 22/74/FS**
- SALARY** : R201 387 – 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** : Magistrate's Office, Bloemfontein
: LLB degree or a four year recognized legal qualification; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case Flow Management, Numerical, Office Management, Planning and organization, Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.
- DUTIES** : Key Performance Areas: Key Performance Areas: Coordinate Case Flow Management support services to the judiciary; Process and grant judgments by default as required by the Magistrates Court Act, 1944 at the court where stationed; Issue court orders; Manage the civil and criminal Sections, including divorce cases; Implement rules, procedures and practices and costs periodically in co-operation with the judiciary and Court Manager; Manage court information relating to civil and criminal sections including the keeping of statistics and the submission of returns to the Court Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Manage tax legal bills of costs and attend to the review which may follow from such taxation; Provide guidance regarding annotation of relevant publications, codes, acts and rules; Coordinated the writing and responding to correspondence; Provide training of Court Clerks and Assistant Registrars in the lower courts.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili Tel No: (051) 407 1800
: Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

POST 25/76 : **ESTATE CONTROLLER EC1 REF NO: 22/149/MAS**

SALARY : R201 387 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Master of the High Court: Durban

REQUIREMENTS : An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.

ENQUIRIES : Mr. R. Chauke Tel No: (012) 315 1329

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.