

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 08 August 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 27/66 : **OFFICE MANAGER: COURT ADMINISTRATION REF NO: 22/172/CS**

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

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Management/ Administration; Project Management or Training certificate; A minimum of 3 years' experience should be at management level; Knowledge and understanding of the Constitution, procurement directives and procedures legislative framework governing the Public Service; Knowledge of Public Finance Management Act, Public Service Act, the Public Service Regulations, Treasury Regulations, and Departmental Financial Instructions. 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 and decision making; Project management; Team leadership.

DUTIES : Key Performance Areas: Manage procurement and finance of goods and services; Manage documents in the office of the Deputy Director-General; Undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholders; Manage general support and resources services in the office; Provide effective people management.

ENQUIRIES : Ms. R. Sema Tel No: (012) 315 1333

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.

NOTE : People with disabilities are encouraged to apply.

POST 27/67 : **ASSISTANT DIRECTOR: AUXILIARY SERVICE REF NO: 76/2022/WC**

SALARY : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office, Cape Town

- REQUIREMENTS** : A Degree or Diploma (NQF level 6) as recognised by SAQA in Finance or equivalent qualification; A minimum of three (3) years' experience of which at least 3 years should be at supervisory level. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organising skills; Problem solving and decision making skills; Team leadership.
- DUTIES** : Key Performance Areas: Compile and analyse the budget expenditure patterns within the Cluster and report to the Area Court Manager accordingly; Analyse and address all shortcomings noted in the office's monthly financial returns, such as unclassified bail monies and outstanding deposits/EFTs; Ensure and manage all Supply Chain Management transactions are executed strictly within the relevant prescripts; Ensure that all thefts and losses are reported as prescribed; Ensure that all financial transactions are audit ready; Exercise effective control over risk management matters in the Cluster; Provide financial and administrative training, mentoring and assistance; Generic management functions.
- ENQUIRIES** : Mr M Ketelo Tel No: (021) 4625471
- APPLICATIONS** : Please forward your application to: Regional Head: Private Bag X 9171, Cape Town 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
- FOR ATTENTION** : Ms C Fortuin
- POST 27/68** : **ADMINISTRATIVE OFFICER (X2 POSTS)**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Cape Town Ref No: 22/165/SA (X1 Post)
State Attorney: Mahikeng Ref No: 22/166/SA (X1 Post)
- REQUIREMENTS** : Appropriate 3 year National Diploma/Degree in Office Management or equivalent; A minimum of 3 years' relevant experience in Administration of which at least 1 (one) year should be at supervisory/Team leader level; Knowledge and understanding of the Public Service statutory frameworks; Financial Management and regulatory framework/guidelines, Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions; Knowledge and understanding of applicable legislation (such as BCEA, LRA, etc); Knowledge of the departmental interpretation and application of policies and prescripts. Skills and Competencies: Computer literacy (MS Office); Sound Interpersonal relations; Communication (verbal and written) skills; Problem solving and leadership skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Ability to pay attention to details; Financial and administrative skills.
- 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; Provide effective people management.
- ENQUIRIES** : Mr. E. Seerane Tel No: (012) 315 1870
- 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 Building, Pretoria, 0001.
- NOTE** : People with disabilities are encouraged to apply, Separate application must be made quoting the relevant reference number
- POST 27/69** : **PROVISIONING ADMINISTRATION OFFICER: FLEET MANAGEMENT REF NO: 22/175/CFO**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : National Diploma or equivalent qualification (NQF6) in Fleet Management; At least 2 years' experience in Supply Chain Management; Knowledge of transport policies, PFMA, Treasury Regulations and legislations; Knowledge and practical experience in fleet management. Skills and Competencies: Computer literacy (Ms Word, email, and internet skills); Communication skills (verbal & written); Interpersonal relations and leadership skills; Project management skills; Good planning and decision making skills; Accuracy and attention; Financial Management skills; Organizational skills.

- DUTIES** : Key Performance Areas: Provide administrative support services in relating to transport matters; Coordinate the movement of vehicles and other transport assets; Manage records and register vehicle kilometer usage; 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.
- NOTE** : People with disabilities are encouraged to apply.
- POST 27/70** : **ADMINISTRATION OFFICER: ARCHIVES AND LIBRARY REF NO: 22/167/AIRM**
- 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 in Library Science, Information Science and or Archival Studies; A minimum of 3 years' experience of which at least 1 year should be as supervisor/team leader; Knowledge of National Archives, Records Services Acts, Public Service Act and Regulations; Knowledge of Promotion of Access to Information Act (PAIA) and Protection of Personal Information Act (POPI); Knowledge of Minimum Information Security Standards Act (MISS). Skills and Competencies: Computer literacy (MS Office); Communication skills (verbal and written); Interpersonal skills; Analytical skills; Problem solving.
- DUTIES** : Key Performance Areas: Keep and maintain record for both internal and external clients; Implement appraisal of archival material and conduct effective disposal process; Maintain and update file plan; 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 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.
- NOTE** : People with disabilities are encouraged to apply.
- POST 27/71** : **PERSONAL ASSISTANT: OFFICE OF THE DEPUTY DIRECTOR – GENERAL REF NO: 22/170/CS**
- 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 financial, provisioning and human resource administration procedures and processes; Knowledge of relevant Public Service and Departmental legislation/prescripts/ policies and procedures. Skills and Competencies: Communication skills (verbal and written); Interpersonal and organizational skills; Computer literacy (MS Word, PowerPoint, Outlook and Internet, etc); Numerical skills; Presentation skills; Problem solving; Planning and organizing; Ability to conduct research and interpret relevant documentation; Creative and analytical thinking; Ability to work under pressure and meet deadlines; Intermediate typing skills.
- DUTIES** : Key Performance Areas: Provide a secretarial/ receptionist support services to the Deputy Director-General; Provides a clerical support services to the manager; Render administrative and financial support services; Provide advice with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager.
- ENQUIRIES APPLICATIONS** : Ms. R Sema Tel No: (012) 315 1333
: 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 27/72** : **ASSISTANT MASTER, MR3- MR5 (X6 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** : Master of The High Court: Polokwane: Ref No: 22/174/MAS: Polokwane (X1 Post)
Master of The High Court: Ref No: 22/178/MAS: Cape Town (X5 Posts)
- REQUIREMENTS** : 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 Master's 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** : Mr. R. Chauke Tel No: (012) 315 1329: Polokwane
Mr. S. Maeko Tel No: (012) 315 1996: Cape Town
- 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** : Separate applications must be made quoting the relevant reference. People with disabilities are encouraged to apply.
- POST 27/73** : **ESTATE CONTROLLER EC1 (X7 POSTS)**
- 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: Cape Town: Ref No: 22/176/MAS (X6 Posts)
Master of The High Court: Mthatha Ref No: 22/177/MAS (X1 Post)
- 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 details; Computer literacy.
- DUTIES** : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
- ENQUIRIES** : Mr. S. Maeko Tel No: (012) 315 1996
- 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. Separate applications must be made quoting the relevant reference.