

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 22 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.

MANAGEMENT ECHELON

POST 29/40 : **DIRECTOR: ICT INFRASTRUCTURE OPERATIONS MANAGEMENT REF NO: 22/184/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 : National Office, Pretoria

REQUIREMENTS : 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 a middle/senior managerial level in ICT of which 3 years must be in ICT Infrastructure Operations; Knowledge and understanding of Portfolio Management, Information and Systems Management, Project Management methodologies, Corporate Governance of ICT, ICT Infrastructure and ICT Service Delivery Management; Knowledge of Corporate Governance of ICT, ICT Policy Development, ICT risks, ICT audits and ICT related compliance, ICT Service Delivery and ICT Projects Implementation; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. 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 skills.

DUTIES : Key Performance Areas: Manage ICT Network and related Infrastructure; Manage Data Centre and Centralized Solutions; Manage the upgrades of Data Centre and Cloud Services; Provide effective financial and 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.

OTHER POSTS

- POST 29/41** : **FAMILY ADVOCATE LP 7/8 REF NO: 82/2022/FA/WC**
- 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 REQUIREMENTS** : Office of the Family Advocate, George
An LLB Degree or recognized four (4) year legal qualification; At least five (5) years appropriate post qualification litigation experience; Admission as an Advocate. Skills and Competencies: Communication skills (verbal and writing); Research and investigation, monitoring and evaluation; report writing skills and Diversity management; Dispute and conflict resolutions skills.
- DUTIES** : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters; Endorse settlement agreements or commenting thereof; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure; Attend to all relevant circuit courts within Western Cape.
- ENQUIRIES APPLICATIONS** : Advocate J Gerber Tel No: (044) 802 4200
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 NOTE** : Ms J Kunz
Women and people with disabilities are encouraged to apply and preference will be given to the EE Target
- POST 29/42** : **DEPUTY DIRECTOR: ICT NETWORKS AND RELATED INFRASTRUCTURE REF NO: 22/183/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 Infrastructure and should be at managerial level; Knowledge and understanding of Portfolio Management; Information and Systems Management, Project Management methodologies, Corporate Governance of ICT; ICT Infrastructure and ICT Service Delivery 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, Corporate Governance (King V or latest) and Public Administration Corporate Governance of ICT Policy Framework. 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: Manage ICT Networks (WAN and LAN); Coordinate and manage Network and Application monitoring; Manage the availability, performance and capacity of the ICT Network; Coordinate and manage ICT Network Infrastructure upgrades; 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 29/43** : **DEPUTY DIRECTOR: ICT SERVICE MANAGEMENT CENTRE REF NO: 22/185/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 Service Desk Management at managerial level; Knowledge and understanding of ICT Service Management, ITIL, COBIT and Project Management; Knowledge of ICT Service Delivery Management, ICT policy development, ICT risk, ICT audits and ICT related compliance, ICT Planning and monitoring framework; Knowledge of Corporate Governance (King V or latest) and Public Administration Corporate Governance of ICT Policy Framework; Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations, Government financial processes and systems. Skills and Competencies: Applied strategic thinking; 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: Manage Service Desk operations, processes and toolsets; Manage ICT Change and Release processes; Manage ICT Assets (configuration management database); 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 29/44** : **SOCIAL WORKER/ FAMILY COUNSELLOR (GRADE 1) REF NO: 81/2022/FAWC**
- SALARY** : R261 456 – R303 093 per annum. (Salary will be in accordance with OSD determination). (The successful candidate will be required to sign a performance agreement).
- CENTRE REQUIREMENTS** : Office of the Family Advocate, Worcester
: Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP (SA Council for Social Service Profession); Appropriate experience in social work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Court Experience in rendering expert evidence; 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 drivers' license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity 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 forensic court reports and recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network; Conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Conduct inquiries and interview parties and source references in family law disputes to townships and rural areas.
- ENQUIRIES APPLICATIONS** : Advocate N Britz at Tel No: (021) 426 1216
: 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 NOTE** : Ms J Kunz
: Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not apply. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.

<u>POST 29/45</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER (MR1 – MR4) REF NO: 75/22/LMP</u>
<u>SALARY</u>	:	R201 387 – R357 072 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office - Limpopo An LLB Degree or 4 year recognized legal qualification; Appropriate post qualification legal experience; Knowledge of legislation on promotion and protection of human rights; Knowledge of the South African Constitutional Law, Administrative Law, Interpretation of Statutes, Civil Litigation and Intergovernmental Relations Framework; Provision of the Legal Opinions; A valid driver's license. Skills and Competencies: Legal Research; Interpersonal skills; Dispute Resolution; Report writing; Project Management; Computer literacy; Legal Drafting Skills.
<u>DUTIES</u>	:	Key Performance Areas: Draft legal documents and give legal advice) on the legislation relating to Vulnerable Groups; Respond to petitions, Manage complaints from civil Society and other Government Departments on issues and legislation relating to Vulnerable Groups; Manage and liaise with various stakeholders in the Justice Crime Prevention and Security cluster; Facilitate Public Education on Vulnerable Groups legislation; Coordinate the implementation of relevant legislation relating to promotion and protection of human rights; Provide secretariat support in the different Forum established to enhance effective implementation of various Legislation relating to Vulnerable Groups.
<u>ENQUIRIES</u>	:	Ms. Mongalo M.P Tel No: (015) 287 2037 Ms. Manyaja P.M Tel No: (015) 287 2026
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.