

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPEMENT

CLOSING DATE : 29 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 30/75 : **DEPUTY DIRECTOR-GENERAL: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) REF NO: 22/198/ICT**

SALARY : R1 544 415 – R1 739 784 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) and a post graduate qualification (NQF level 8) as recognized by SAQA in Information Technology/Computer Science; Nyukela Certificate (certificate for entry into the senior management service from the school of government); A minimum of 8 years' experience at Senior Management level in ICT; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Policy Development; ICT Planning and Monitoring Framework and Government financial processes and systems. 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; Services Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

DUTIES : Key Performance Areas: Oversee the management of ICT Strategy, governance and digital transformation; Oversee the planning, development, deployment and maintenance of ICT Business Systems and projects; Oversee ICT operations and service management centre; 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 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 30/76 : **DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT AND SUPPORT REF NO: 22/197/DG**

SALARY : R1 544 415 – R1 739 784 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) and a post graduate qualification (NQF level 8) as recognized by SAQA in Management Sciences/Social Sciences/Legal; A legal qualification will be a preference; Nyukela Certificate (certificate for entry into the senior management service from the school of government); A minimum of 8 years' experience at Senior Managerial level; Knowledge of Organisational, Departmental and Government vision and plans; Knowledge of Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act (PFMA), Government initiatives and decision, etc. Skills and Competencies: Strategic capability and leadership; Programme and Project management; Financial management; Change management; Knowledge management; Services Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

DUTIES : Key Performance Areas: Manage and coordinate activities of the Justice Cluster, entity oversight and interface services; Oversee the provision of professional legal and quasi-judicial training and development services; Oversee the management of departmental strategy and implementation; Oversee the management of internal and external communication services; Provide effective people management.

ENQUIRIES APPLICATIONS : Ms. D Modibane Tel No: (012) 315 1668
: 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.

OTHER POSTS

POST 30/77 : **FAMILY ADVOCATE; LP7-LP8 REF NO: 112/22EC**

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 : Family Advocate, Port Elizabeth
: An LLB Degree or recognised 4-year legal qualification; Admission as an Advocate; The right of appearance in High Court of South Africa; Five (5) years appropriate post qualification litigation experience; A valid driver's licence and willing to travel within the province. Skills and Competencies: Good communication skills, both verbal and writing; Litigation and Advocacy skills; Research, investigation, monitoring, evaluation and report writing skills with intention to detail; Diversity Management; Dispute and Conflict resolution skills; Case Flow Management.

DUTIES : Key Performance Areas: Execute the mandate of the office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Practice case flow management of all pending cases to ensure cases are finalized in terms of annual performance plan timelines and targets; Execute all duties as per performance agreement and any reasonable task allocated by supervisor; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure and evaluation; Compliance with the standard operating procedures of the Family Advocate; Attend to all relevant circuit courts within the Province.

ENQUIRIES APPLICATIONS : Mrs. L de Kock Tel No: (043) 702 7000 / 7130
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200

POST 30/78 : **DEPUTY DIRECTOR: NATIONAL REGISTER FOR SEX OFFENDERS (NRSO) LEGAL SUPPORT AND STAKEHOLDER RELATIONS REF NO: 22/188/CS**

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 Legal; A minimum of 3 years' experience in legal, criminal and civil environments of which 3 years in managerial (Assistant Director level); Knowledge of Criminal, Civil and family cases, constitutional law Jurisprudence; Knowledge of Legislative Development, implementation process and interpretation of statutes; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, prescripts; Knowledge of Public Finance Management Act (PFMA) and budgetary/ financial management and Departmental policies and strategy and the application of Batho Pele principles; Knowledge of the Criminal Law (Sexual Offence, Offences and Related Matters). 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; Planning and organizing; Problem solving and decision making; Project management.
- DUTIES** : Key Performance Areas: Manage the NRSO removal process of particulars for the purpose of facilitating the process of expungement of criminal records; Manage the legal processes in respect of the Register; Manage the stakeholder relations and compliance to the Act by all relevant institutions; Manage all internal and external NRSO related reports on the implementation of the NRSO Register; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. M. Mokoena Tel No: (012) 744 2026
 : 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 30/79** : **ASSISTANT DIRECTOR: (NRSO) SYSTEMS MANAGEMENT AND APPLICATIONS REF NO: 22/186/CS**
- SALARY** : R382 245 – R450 255 per annum. 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 Public Administration/Social Science or equivalent qualification; A minimum of 3 years functional experience in a public administration and project management environment/ supervisor level; Knowledge of Criminal, Civil and family cases, Jurisprudence law cases; Knowledge and understanding of the legislative framework governing the Public Service and Financial Management and Regulatory framework/guidelines, prescripts. 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.
- DUTIES** : Key Performance Areas: Administer and maintain NRSO information system and information integration; Facilitate the administration of registration of sexual offenders on NRSO electronic register; Coordinate verification process of applications for certificates in respect of particulars; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. Mohapi Mokoena Tel No: (012) 774 2026
 : 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 30/80** : **ASSISTANT DIRECTOR: NATIONAL REGISTER FOR SEX OFFENDERS (NRSO): LEGALSUPPORT AND STAKEHOLDER RELATIONS REF NO: 22/187/CS**
- SALARY** : R382 245 - R450 255 per annum. 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 a Legal environment; A minimum of 3 years' functional experience in the field of legal – criminal and civil environments/ supervisory level; Knowledge of Criminal, Civil and family cases, Constitutional law Jurisprudence, interpretation of statutes, Legislative Development and Implementation process and relevant Public Service Legislation and the application of Batho Pele principles; Knowledge of Public Finance Management Act (PFMA) and budgetary/financial management; Knowledge of Government and Department policies and strategy; Knowledge and understanding of the legislative framework governing the Public Service Financial Management and regulatory framework/guidelines prescripts. Skills and Competencies: Applied strategic thinking; Applying technology; Budget and financial management; Communication and information 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.
- DUTIES** : Key Performance Areas: Coordinate the NRSO removal process of particulars for the purpose of facilitating the process of expungement of criminal records; Facilitate legal processes in respect of the Register; Coordinate stakeholder relations and compliance to the Act by all relevant institutions; Coordinate all internal and external NRSO related reports on the implementation of the NRSO register; Provide effective people management.
- ENQUIRIES** : Mr. M. Mokoena Tel No: (012) 774 2026
- 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.
- NOTE** : People with disabilities are encouraged to apply.
- POST 30/81** : **ASSISTANT STATE ATTORNEY LP3-LP4 (X2 POSTS)**
- 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** : State Attorney: Pretoria Ref No: 22/191/SA
State Attorney: Polokwane Ref No: 22/192/SA
- REQUIREMENTS** : 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; Conveyancing experience will be an added advantage; 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.
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Constitutional Courts, Land Claims Court of Appeal, Tax and Tax Tribunals; Draft legal document and conduct legal research; Draft and/ or settle all types of agreements on behalf of the various clients; Furnish legal advice and opinions; Guide train and support staff; Render legal opinion and advice; Draft, prepare and register conveyancing documents.
- ENQUIRIES** : Ms. K. Ngomani Tel No: (012) 357 8661
- 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** : Separate applications must be made quoting the relevant reference number
People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.

- POST 30/82** : **FAMILY COUNSELLOR (GRADE 1 - 4) REF NO: 113/22EC**
- SALARY** : R261 456 – R589 896 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, Port Elizabeth (successful candidate will be required to conduct ad-hoc monthly inquiries in the East London office due to operational needs which will include sleepover visits)
- REQUIREMENTS** : Bachelor's Degree in Social Work or equivalent qualification which allows for professional registration with SA Council for Social Service Professions (SACSSP); Registration as Social Worker with 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 (verbal and writing skills in English and Xhosa); Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to details.
- 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;
- ENQUIRIES APPLICATIONS** : Mrs. L de Kock Tel No: (043) 702 7000 / 7130
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
- POST 30/83** : **ADMINISTRATION OFFICERS: (NRSO): LEGAL ADMINISTRATION AND STAKEHOLDER RELATIONS AND (NRSO): SYSTEMS MANAGEMENT AND APPLICATIONS (X2 POSTS)**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria: Ref No: 22/193/CS: NRSO: Systems Management and Applications
National Office: Pretoria: Ref No: 22/194/CS: NRSO: Legal Administration And Stakeholder Relations
- REQUIREMENTS** : A 3-year National Diploma/ NQF Level 6/ Degree in Office Administration/ Office Management; A minimum 3 years' experience in Administration of which at least 1 year should be as supervisor/team leader; A valid driver license. Skills and Competencies: Computer literacy (MS Office); Communication skills (verbal and written); Planning and organizing skills; Administrative skills; Customer service oriented; Creative thinking; Problem analysis.
- DUTIES** : Key Performance Areas: Render administrative support duties to the NRSO; Facilitate the procurement of goods and services; Manage and control flow of documents; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. M. Mokoena Tel No: (012) 744 2026
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. Separate applications must be made quoting the relevant reference number.
- POST 30/84** : **LEGAL ADMINISTRATION OFFICER (MR3-MR5): LEGAL SERVICES REF NO: 22/195/LD**
- 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** : National Office: Pretoria

- REQUIREMENTS** : An LLB Degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of South African Legal system, and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice and labour litigation; Experience in providing legal support in civil matters for and against the Department; Knowledge and experience in office administration; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Perform legal administrative duties of civil litigation matters in the Constitutional Court, Supreme Court of Appeal, High Courts, Equality Courts and Magistrate's Courts; Advise on all litigation matters affecting the Department; Provide advice on contract matters and SLA vetting; Liaise and instruct the State Attorney with regard to the handling of civil matters and labour matters; Draft legal papers; Manage and deal with Departmental losses, transport claims and debt recovery; Handle ad hoc tasks in line with instructions.
- ENQUIRIES** : Ms. P. Leshilo Tel No: (012) 357-8240
- 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.
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.