

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 05 September 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 31/120 : **SENIOR FAMILY ADVOCATE: LP9 REF NO: 22/VA69/NW**

SALARY : R997 764 – R1 559 616 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: NW - Mafikeng
: An LLB Degree or recognised 4 year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admission as an Advocate; A valid driver's licence. Knowledge of applicable Standard Operation Procedures (SOP's); Proven track record of previous managerial experience in a legal environment. Skills and Competencies: Good communication skills (verbal and writing); Litigation technique (both High Court and Lower Court); Research, investigation, presentation, monitoring and evaluation. Attention to detail; Diversity Management; Dispute and Conflict resolution skills; Operational and People management; Performance information monitoring and analysis; Financial management.

DUTIES : Key Performance Areas: Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Continuous improvement in the organizational performance of the office and its satellite service point; Manage performance information; Manage and ensure effective and efficient service delivery at the various points within the jurisdiction (Head of Office Conduct complex enquiries; Provide effective people management in the Office; Implement risk management plan and ensure audit compliance.

ENQUIRIES APPLICATIONS : Adv. P.I Seabi - Mathope Tel No: (012) 357 8022
: 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.

NOTE : People with disabilities are encouraged to apply. The successful incumbent will report to the Principal Family Advocate.

- POST 31/121** : **LABOUR RELATIONS OFFICER (X2 POSTS)**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office Gauteng Ref No: 2022/139/GP: (Re-advert)
Regional Office Gauteng Ref No: 022/140/GP: 22/14/GP
- REQUIREMENTS** : An appropriate three (3) years National Diploma / Bachelor's Degree or equivalent qualification in Labour Relations / Human Resource Management; Minimum of three years' relevant experience in Labour Relations; In depth knowledge and understanding of all relevant Human Resource legislation and policies; A valid driver's license. Skills and Competencies: Ability to work under pressure. Computer literacy (MS Office: Word, Excel and Power Point). Communication skills (verbal and written); Ability to maintain good interpersonal relations. Problem solving skills and analytical thinking.
- DUTIES** : Key Performance Areas: Deal with grievances in the Department; Represent the Department at Disciplinary hearings and chair disciplinary hearings when so appointed; Investigate allegation of misconducts; Represent the Department at Dispute level; Assist in management of strike; Provide advise to management on Labour Relations matters; Compile statistics and monthly reports; Assist in Training on Labour Relations matters.
- ENQUIRIES** : Ms S V Shiburi Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg.
- NOTE** : Separate application must be made quoting the relevant reference number.
- POST 31/122** : **SENIOR COURT INTERPRETER) REF NO: 22/22/NC/COL**
(Re-advert)
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Colesburg
- REQUIREMENTS** : Grade 12 and National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with minimum of three (3) years' practical experience as a Court Interpreter OR Grade 12 with ten (10) years practical experience as a court interpreter. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended; A valid drivers' license. Language Requirements: IsiXhosa, English, Afrikaans are compulsory. Skills and Competencies: Excellent communication, Listening, Inter- personal relations; Problem solving; Planning and organizing and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure.
- DUTIES** : Key Performance Areas: Interpret in court of Law (Civil and Criminal matters), small claims courts, pre- trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial; Interpret non-verbal gesture, dramatization and confessions; Collect, monitor interpreting register, calculate and compile statistics; Make arrangements for foreign languages interpreters in consultation with the Prosecutor; Provide effective people management.
- ENQUIRIES** : Ms LN Esterhuizen Tel No: (053) 8021300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.