

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 12 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.
- ERRATUM:** Please note that the reference number for the post of Labour Relation Officer advertised on Circular 31 of 2022 (Post 31/121), dated:19 August 2022 was erroneously mentioned as 022/14/GP: 22/14/GP, the correct one is : 2022/140/GP. We apologize for any inconvenience caused in this regard

OTHER POSTS

- POST 32/97** : **FAMILY ADVOCATE REF NO: 132/22EC**
- SALARY** : R774 660 – R1 285 149 per annum (LP7 - LP8), (Salary will be in accordance with OSD determination). (The successful candidate will be required to sign a performance agreement).
- CENTRE REQUIREMENTS** : Family Advocate, East London
: 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; Knowledge and understanding of the standard operating procedures of the Family Advocate; 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; Practice case flow management of all pending cases; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure and evaluation; Attend to all relevant circuit courts within the Province.
- ENQUIRIES APPLICATIONS** : Ms. 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.

<u>POST 32/98</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: MR6: (X2 POSTS)</u>
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Regional Office, Durban Ref No: 22/97/KZN Regional Office, Limpopo Ref No: 40/22/LMP
<u>REQUIREMENTS</u>	:	LLB degree or 4-year recognized legal qualification; At least 8 years' appropriate post qualification legal experience; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele, Victim's Charter and Restorative Justice; A valid driver's license and the willingness to travel; Knowledge on the implementation of legislation affecting vulnerable groups; Skills and Competencies: Computer literacy (PowerPoint and Excel); Excellent communication skills (both verbal and written); Leadership skills; Presentations, and training skills; Good interpersonal and liaison skills; Problem solving skills; Analytical skills; Report writing and drafting skills; Time management skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Manage State losses within the Department regarding disposal, recovery and mitigation of losses; Identify and conduct training of officials dealing with Vulnerable Groups at the courts; Manage special projects on Gender, Persons with disabilities and the Elderly; Represent the Regional Office on Inter-Departmental Committees; Manage the implementation of various pieces of legislation aimed at protecting the rights of vulnerable groups; Conduct outreach events and trainings on various pieces of legislation; Respond to petitions, representations and complaints from members of the public, civil society and other Government Department;. Manage statutory appointments.
<u>ENQUIRIES</u>	:	KwaZulu-Natal: Ms M.P. Khoza Tel No: (031) 372 3000 Limpopo: Mr T P Maakamedi Tel No: (015) 287 2025
<u>APPLICATIONS</u>	:	KwaZulu-Natal: Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban. Limpopo: 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.
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 32/99</u>	:	<u>COURT MANAGER (X2 POSTS)</u>
<u>SALARY</u>	:	R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Ingwavuma Ref No: 22/98/KZN Magistrate Kempton Park Ref No: 2022/153/GP (Re- Advert)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Administration/ Management or equivalent; A minimum of three (3) years' experience in Administration and Case Flow Management at supervisory level; 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	KwaZulu-Natal: Ms M.P. Khoza Tel No: (031) 372 3000 Gauteng: Ms RR Moabelo Tel No: (011) 332 9000

- APPLICATIONS** : **KwaZulu-Natal:** Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.
Gauteng: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 Or Physical Address Regional Office –Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg.
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 32/100** : **ASSISTANT DIRECTOR: ADMINISTRATION (COURT OPERATIONS) REF NO: 22/99/KZN**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Durban
- REQUIREMENTS** : A National Diploma at (NQF level 6) in Administration and/or in Public Management or equivalent qualification; At least 3 years managerial or supervisory experience; Knowledge and experience in court and office administration; Knowledge of the Public Finance Management Act (PFMA); A valid driver's license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal) and Computer literacy.
- DUTIES** : Key Performance Areas:Co-ordinate and manage, human resources, Manage the strategic and business planning processes, information and communication related strategies at court level; Manage projects intended to enhance efficiency of court operations, Compile and analyze court statistics to show performance and trends; Support case flow management (Appeal, reviews, transcription services) Compile annual performance reports for court operations; Manage customer service improvement plans and service level agreements.
- ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.
- POST 32/101** : **ADMINISTRATIVE OFFICER (X4 POSTS)**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court: Port Shepstone Ref No: 22/101/KZN
Magistrate Court Verulam Ref No: 22/102/KZN
Magistrate Court: Pinetown Ref No: 22/103/KZN
Magistrate Court: Ezakheni Ref No: 22/104/KZN
- 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; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users; Perform any other duties necessary to ensure smooth office running.
- ENQUIRIES** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

<u>POST 32/102</u>	:	<u>CHIEF ACCOUNTING CLERK: SALARIES REF NO: 22/199/CFO</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria A grade 12 certificate or equivalent qualification with Accounting as a passed subject; At least 3 years' experience in the salaries environment; Experience in BAS and PERSAL System; Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations. Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Planning and organizing skills; Problem solving skills; Ability to maintain a high level of confidentiality; Accuracy and attention to detail; Ability to work under pressure and be able to interpret Relevant Policies.
<u>DUTIES</u>	:	Key Performance Areas: Authorize BAS transactions; Reconcile and clear salary suspense and control accounts; Assist with the facilitation of salary deductions timeously; Manage payment process, reconciliation of Subsistence and Transport claims, advances and Departmental debts; Check, verify, approve and authorize S&T claims and all deductions of salaries efficiently and effectively; Attend to daily enquiries from clients; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. J. Maluleke Tel No: (012) 315 1090 Quoting the relevant reference number, direct your application to: Address: Quoting the relevant reference number, direct your application to: Postal address: 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 Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 32/103</u>	:	<u>STATE ACCOUNTANT: SALARY ACCOUNTS REF NO: 22/200/CFO</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria A National Diploma in Accounting or equivalent (NQF level 6); A minimum of 2 years experience in a salary environment (PAYE reconciliation, SARS Easy-file, E-filing Systems, Accounts, Debts and Salaries); Knowledge of Public Financial Management Act (PFMA), National Treasury Regulations and Income Tax; Knowledge and experience in PERSAL and Basic Accounting System (BAS); A valid driver's license. Skills and Competencies: Computer literacy (Ms Office and MS Excel); Good communication (written and verbal); Planning and organizing skills; Strong leadership and management capabilities; Ability to work under pressure and self-motivated.
<u>DUTIES</u>	:	Key Performance Areas: Perform monthly and annual Income Tax reconciliation; Reconcile and clear salary suspense and control accounts; Facilitate the implementation of salaries deduction timeously; Manage and recover staff debts, payments of all S&T claims and advances; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disabilities are encourage to apply
<u>POST 32/104</u>	:	<u>STATE ACCOUNTANT: PAYMENTS REF NO: 22/201/CFO</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An appropriate 3 years National Diploma in Accounting or equivalent qualification (NQF level 6); A minimum of 2 years relevant experience in payments environment; Knowledge of Public Financial Provisioning and/ or administration procedures and processes; Knowledge of the Public Financial Management Act (PFMA), National Treasury Regulations, Income Tax Act, and BAS System; A valid driver's license. Skills and Competencies: Computer

- literacy (Ms Office); Good communication skills (verbal and written); Planning and organizing skills; Accuracy and attention to details; Problem solving skills; Ability to maintain high level of confidentiality; Ability to work under pressure and be able to interpret relevant policies.
- DUTIES** : Key Performance Areas: Manage and process miscellaneous payments and administer the processing of Travel Agency payments; Manage clearing of suspense accounts and resolve creditors queries on unprocessed payments; Receive and process audit queries and implement corrective measures; Manage transfer payments in the Department and submit all monthly reports; Manage telephone interface and 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 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.
- NOTE** : People with disabilities are encouraged to apply.
- POST 32/105** : **SENIOR COURT INTERPRETER REF NO: 22/105/KZN**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Durban
: Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three years practical experience in court interpreting; OR Grade 12 and ten years practical experience in court interpreting; Proficiency in English and two or more indigenous languages A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and art of interpreting.
- 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 APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 32/106** : **SENIOR COURT INTERPRETER REF NO: 22/106/KZN**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Durban
: Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three years practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages (Tshivenda/ Sepedi/siTsonga and IsiZulu); A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.
- 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 APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
 : Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
- POST 32/107** : **SENIOR COURT INTERPRETER REF NO: 22/77/FS**
 (Re-Advertisement)
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Virginia
 : Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three years practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages
 VIRGINIA: Afrikaans, IsiXhosa, Sesotho and English A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.
- 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 APPLICATIONS** : Ms NM Dywili Tel No: (051) 407 1800
 : 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.
- POST 32/108** : **CHIEF ACCOUNTING CLERK REF NO: 22/81/FS**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Bloemfontein
 : Grade 12 certificate or equivalent qualification; A minimum of 3 years' experience required; Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DFI, PSA, PSR, PPPFA, Financial Manual; Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.
- DUTIES** : Key Performance Areas: Supervise and render financial accounting transactions; Supervise and perform salary administration support services; Supervise and perform bookkeeping support services; Render a budget support service; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms N Dywili Tel No: (051) 407 1800
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
- POST 32/109** : **MAINTENANCE OFFICER MR1 - MR3 REF NO: 22/100/KZN**
- SALARY** : R201 387 – R298 350 per annum, (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Newcastle
 : LLB degree or recognized 4-year legal qualification: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides Clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation A valid driver's license. Skills and Competencies: Communication skills (verbal and written); Motivational skills; Loyalty, honesty, Ability to work under pressure; Planning

and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

DUTIES

: Key Performance Areas: Manage duties or functions of a Maintenance Officer for offices Amajuba District; obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

ENQUIRIES

: Ms N.F. Nkosi Tel No: (031) 372 3000

APPLICATIONS

: Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.