

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 10 October 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](http://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 36/71** : **DEPUTY DIRECTOR: LEASES AND DISPOSAL REF NO: 22/218/CFO**

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

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : A Bachelor's Degree/ National Diploma Accounting, Supply Chain Management or Financial Management; A minimum of 5 years' experience in asset management of which 3 years must be at an assistant directors level related to leases and disposal; Knowledge of Asset management framework; Knowledge and understanding of Supply Chain Management Framework and National Treasury Regulations. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.); Financial management; Research and analytical skills; Leadership with strategic capabilities; Policy development; Monitoring, evaluation and report writing; Accuracy and attention to detail; Communication skills (verbal and written); Presentation and facilitation skills.

**DUTIES** : Key Performance Areas: Develop and implement the asset disposal strategy of the department; Manage policy implementation and review on disposal of assets; Monitor and review the disposal of Tangible and Intangible assets on the system; Reconcile the asset disposal register against the approved disposal source documents; Compile stock-taking and disposal reports; Manage the leased assets register; Consolidate inputs for the disclosure note for the disposal of both Tangible and Intangible assets for interim and annual financial statements; Clear the departmental suspense account on revenue generate from disposal; Provide effective people management; A valid driver's license.

**ENQUIRIES** : Mr J. Maluleke Tel No: (012) 315 1090

**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.

- POST 36/72** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 22/216/SA**
- SALARY** : R518 088 – R1 210 842 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Gqeberha  
An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's licence; Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of alternative dispute resolution; Register trust and debt collection; Provide supervision and training to other professional staff.
- ENQUIRIES APPLICATIONS** : Ms K Ngomani Tel No: (012) 357 8661  
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** : 1. People with disabilities are encouraged to apply 2. A current certificate of good standing from the relevant Legal practice Council must accompany the application.
- POST 36/73** : **ADMINISTRATIVE OFFICER (X2 POSTS)**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office Pretoria Ref No: 2022/175/GP  
Magistrate Office: Hoopstad Ref No: 22/89/FS (Re-Advert)
- 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.
- ENQUIRIES APPLICATIONS** : Gauteng: Ms V Shiburi Tel No: (011) 332 9000  
Free State: Ms NM Dywili Tel No: (051) 407 1800  
**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; 7<sup>th</sup> floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg  
**Free State:** Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- NOTE** : Separate application must be made quoting the relevant reference number.

<b><u>POST 36/74</u></b>	:	<b><u>SENIOR COURT INTERPRETER REF NO: 22/90/FS</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Office: Phuthaditjhaba Grade 12 and National Diploma; Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and minimum of three years practical experience in court interpreting OR Grade 12 and with ten (10) year's practical experience in court interpreting; A valid (motor vehicle) driver's license will be an added advantage. Language requirements: English and three of the following languages: Sesotho, IsiZulu, Afrikaans and Xhosa; Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical thinking; Problem Solving; Planning and Organizing; Confidentiality; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms NM Dywili Tel No: (051) 407 1800 Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<b><u>POST 36/75</u></b>	:	<b><u>SENIOR COURT INTERPRETER (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	<b>Magistrate Office; Alexandra:</b> Re-advert Ref No: 2022/165/GP (Candidates who previously applied are encouraged to re-apply) <b>Magistrate Office; Johannesburg</b> Ref No: 2022/186/GP <b>Magistrate Pretoria:</b> Ref No: 2022/166/GP: Re-advert: (candidates who previously applied are encouraged to re-apply)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and National Diploma; Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and minimum of three years practical experience in court interpreting OR Grade 12 and with ten (10) year's practical experience in court interpreting; A valid (motor vehicle) driver's license will be an added advantage. Magistrate Office: Alexandra: Language requirements: English, Isizulu, Isepedi and Tshivhenda/Xitsonga; Magistrate Office: Johannesburg Language requirements: English and Afrikaans and Magistrate Office: Pretoria: Language requirements: English, Isindebele, Sepedi/Setswana and Siswati Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical thinking; Problem Solving; Planning and Organizing; Confidentiality; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms V Shiburi and Ms P Raadt Tel No: (011) 332 9000 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; 7 <sup>th</sup> floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg
<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number.