

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 24 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, 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 38/27 : **DEPUTY MASTER MR-6 REF NO: 22/243/MAS**

SALARY : 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.

CENTRE REQUIREMENTS : Master of the High Court: Nelspruit
: LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorships, Trusts and Guardians Fund. Skills and Competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy.

DUTIES : Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure that all functions within the office contribute towards the Strategic Objectives of both the Master's Branch as well as the Department; Provide effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution; Compile, analyze and report correct monthly statistics.

ENQUIRIES APPLICATIONS : Mr. C. Msiza Tel No (012) 315 4754
: 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 38/28** : **ASSISTANT DIRECTOR: ASSETS VERIFICATIONS, ACCOUNTING AND RECONCILIATION REF NO: 22/219/CFO (X2 POSTS)**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree in Financial Management or equivalent qualification at (NQF level 7); A minimum of 3 years' related Asset Management experience at supervisory level; Knowledge and understanding of Supply Chain Management Framework; SCM acquisition practices; Knowledge of Asset Management; Knowledge of National Treasury Regulations. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.); 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; Budgeting and financial management; Creative thinking; Customer service orientation; Problem analysis; Self-management.
- DUTIES** : Key Performance Areas: Assist in the coordination of safeguarding of Departmental assets; Assist in the reconciliation between asset system (JYP) and payment system (BAS); Manage the development and implementation of asset management policies and strategy; Manage physical verification of asset and maintain the register.
- 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.