

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 31 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 (only when shortlisted). 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 39/128 : **DIRECTOR: ICT SERVICE DELIVERY MANAGEMENT REF NO: 22/249/ISM**

SALARY : R1 073 187 – R1 264 176 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the school of government); 5 years' experience at a middle/senior managerial level in an ICT Service Delivery/ Service Desk environment; Knowledge of ICT Audit Management, ICT Governance Framework, ICT Strategy, Planning and Monitoring Framework, ICT Policy Development, ICT Project Management Methodologies (e.g. PMBOK, PRINCE 2) and Waterfall & Agile SDLC methodologies, ICT Risk Management; ITIL Modernization and innovations; 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; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills.

DUTIES : Key Performance Areas: Manage Service Desk operations and related processes and toolsets; Manage change and release processes; Manage major incidents and problem management processes; Provide effective financial and people management.

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

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.

- POST 39/129** : **DIRECTOR: ICT SECURITY OPERATIONS REF NO: 22/250/ISM**
- SALARY** : R1 073 187 – R1 264 176 per annum, (all-inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the school of government); 5 years' experience at a middle/senior managerial level; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks and ICT policy development; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations; Knowledge of ICT Planning, Monitoring Framework, Government financial processes and systems. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage ICT security infrastructure operations; Manage the development of ICT security policies, norms, standards, procedures, framework and compliance; Manage the identification of current and potential legal, regulatory issues, cyber security and assess impact; Manage ICT Security threat monitoring and reporting services; Provide effective people and financial management.
- ENQUIRIES** : Mr J Maluleke Tel No: (012) 315 1090
- 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
- POST 39/130** : **DIRECTOR: ICT SYSTEMS MANAGEMENT AND BUSINESS INTELLIGENCE REF NO: 22/251/ISM**
- SALARY** : R1 073 187 – R1 264 176 per annum, (all-inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Information Communication Technology (ICT) or equivalent as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the school of government); 5 years' of experience at a middle/senior managerial level; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks and ICT policy development; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations; Knowledge of ICT Planning, Monitoring Framework, Government financial processes and systems. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the development and maintenance of business applications; Manage functional support and enhancements to business application; Manage the provision of business intelligence services; Provide effective people and financial management.
- ENQUIRIES** : Mr J Maluleke Tel No: (012) 315 1090
- 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

OTHER POSTS

- POST 39/131** : **PROJECT MANAGER: ICT PROGRAMME AND PROJECT MANAGEMENT REF NO: 22/248/ISM (X2 POSTS)**
(Re-advert: candidates who previously applied are encouraged to re-apply)
- 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 Information Communication Technology or equivalent qualification; A minimum of 3 years' experience in Project Management at managerial (Assistant Director) level; Knowledge and understanding of Public Service Regulations and Public Finance Management Act; Knowledge of ICT Strategic Planning, ICT Business Value Metrics, Information and System Management; Knowledge of Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall Methodologies) PMBOK and Prince 2. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus responsiveness; Problem solving; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making.
- DUTIES** : Key Performance Areas: Manage the overall planning, execution, monitoring, controlling and closing of ICT projects; Manage the development and implementation of project management strategies and plans for ICT infrastructure; Manage administrative support for ICT project management; Provide effective people and financial management.
- ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No: (012) 357 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.
- NOTE** : Preference will be given to women and people with disability.
- POST 39/132** : **DEPUTY DIRECTOR: BUDGET COSTING REF NO: 22/240/CFO**
- 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 National Diploma/ Bachelors' Degree qualification (NQF level 6) in Cost Management National Accounting/ Financial Management/ Economics/ Public Finance or relevant qualification; A minimum of 3 years relevant experience in Budget Management and/ or Costing environment at management (Assistant Director) level; Knowledge and understanding of the Financial Management framework; Knowledge of Public Finance Management Act, Budget Planning Management, Public Service Regulations and Treasury Regulation. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Analytical skills; Policy development; Research, monitoring, evaluation and report writing; Accuracy and attention to detail; Presentation and facilitation skills; Budgeting and financial management; Applied strategic thinking; Communication and information management; Diversity management; Interpersonal relations and Conflict resolution; Planning and organizing; Problem solving and decision making; Team leadership.
- DUTIES** : Key Performance Areas: Coordinate and analyse costing of departmental legislation and regulations; Coordinate the costing of departmental projects and operational activities; Coordinate and analyse the determination and review of tariffs in legislation; Conduct the costing of Commissions of Enquiry and other government bodies; Provide effective people and financial management.
- ENQUIRIES APPLICATIONS** : 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.

NOTE : People with disabilities are encouraged to apply.

POST 39/133 : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 83/22/LMP**

SALARY : R744 255 – R876 705 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/ Resource Development /Public Management. A minimum of three (3) years' experience at management (ASD level). Knowledge of Performance Management Systems, Skills Development Act, Skills Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Conditions of Employment Act ;Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budget and financial management; Communication and information management; Continuous improvement; Developing others; Diversity management; Impact and influence; Planning and organizing; Problem solving and Project management.

DUTIES : Key Performance Areas: Coordinate the implementation of skills development programmes; Coordinate the implementation of learnership and internship programmes; Coordinate the implementation of performance management systems; Provide effective people management.

ENQUIRIES : Mr TP Maakamedi Tel No: (015) 287 2025

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 Or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699.

NOTE : People with disabilities are encouraged to apply.

POST 39/134 : **COURT MANAGER (X3 POSTS)**

SALARY : R477 090 – R561 981 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE : Magistrate Office: George Ref No: 66/2022/WC

Magistrate Office: Cape Town Ref No: 94/2022/WC

Magistrate office: Praktiseer Ref No: 105/22/LMP (Re-advert: candidates who previously applied are encouraged to re-apply)

REQUIREMENTS : An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification. A minimum of 3 years' experience in court management environment with a minimum of 2 years as a supervisor or team leader; 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 Accounts; A valid driver's licence. Skills and Competencies: Applied strategic thinking; Applied technology; Budget and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Planning and organizing; Problem solving; Project management.

DUTIES : Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; 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.

ENQUIRIES : Western Cape: Ms N Bekwa Tel No: (021) 462 5471

Limpopo: Ms MP Mongalo or Ms PM Manyaja Tel No: (015) 287 2037/ 2026

APPLICATIONS : **Western Cape:** Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Private Bag X 9171, Cape Town, 8000

or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.

Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699.

NOTE : People with disabilities are encouraged to apply, Separate application must be made quoting the relevant reference number

POST 39/135 : **ASSISTANT DIRECTOR: COMPLIANCE AND REPORTING REF NO: 22/239/CFO**

SALARY : R382 245 – R450 255 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A 3 years Degree/ National Diploma in Financial Accounting/Financial Management/ Supply Chain or equivalent qualification at NQF 6; A minimum of 3 years relevant experience at a supervisory level; Knowledge of Financial Provisioning and/or Administration procedures and processes; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and other legislative prescripts; A valid driver's licence. Skills and Competencies: Computer literacy (MS Word, Excel, BAS, SCM systems and PERSAL); Planning and Organising skills; Good interpersonal relation and communication (written and verbal) skills; Ability to work independently in a highly pressurized environment; Creative and analytical skills; Problem solving skills; Policy input and process analysis; Management skills.

DUTIES : Key Performance Areas: Facilitate the assessment, detection, analysis, rectification and prevention of non-compliance with prescript; Maintain the accuracy of Irregular, Fruitless and Wasteful Expenditure checklists and Lead Schedules for the Department; Coordinate the investigation of reported cases of all irregular, fruitless and wasteful expenditure; Review departmental policies and procedures to identify and prevent internal control weaknesses; Provide effective people management;

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 39/136 : **PRINCIPAL COURT INTERPRETER REF NO: 148/22/EC**

SALARY : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate East London

REQUIREMENTS : NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification; Proficiency in English and two or more indigenous languages (preference will be given to languages used in area); 5 years' practical experience as a Court Interpreter with a minimum of 2 years supervisory experience; A valid driver's licence. Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organizing; Confidentiality and ability to work under pressure.

DUTIES : Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Procure Foreign Language Interpreters and Casual Interpreters in line with the PFMA. Perform any other duties that may be assigned to in terms of rationalization of office.

ENQUIRIES : Ms. N Nghona Tel No: 043 702 7000 / 7138

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.

NOTE : Shortlisted candidates will be subjected to a language test.

<u>POST 39/137</u>	:	<u>ASSISTANT STATE ATTORNEY: LP3-LP4 REF NO: 22/224/SA (X3 POSTS)</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Cape Town 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; Communication skills (written and verbal); Supervisory and mentoring skills; Creative and analytical skills; Problem solving and conflict management.
<u>DUTIES</u>	:	Key Performance Areas: Draft, prepare and register conveyancing and notarial documents; Furnish legal advice and opinion to client departments; Provide supervision and training to other professional staff; Perform conveyancer and a notary functions; Maintain record or work performed and provide statistics required.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E. Seerane Tel No: (012) 315 1780 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 encouraged to apply, A current certificate of good standing from the relevant law Society must accompany the application
<u>POST 39/138</u>	:	<u>ADMINISTRATIVE OFFICER (VARIOUS OFFICES) REF NO: 22/213/DG</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 3 year National Diploma (NQF level 6)/ Degree in Office Administration/ Office Management or equivalent; A minimum of 3 years' experience in Office Administration. Skills and Competencies: Computer literacy (MS Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Creative thinking; Planning and organizing skill; Customer service orientation; Problem analysis.
<u>DUTIES</u>	:	Key Performance Areas: Render administrative support duties to the office; Facilitate the procurement of goods and services; Manage and control flow of documents; Maintain proper archiving system with regards to documentation.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Modibane Tel No: (012) 315 1668 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>POST 39/139</u>	:	<u>SENIOR PROVISIONING ADMINISTRATIVE OFFICER REF NO: 22/244/MAS</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>	:	Master Of the High Court: Durban Appropriate Bachelor's Degree/ National Diploma in Public Management/Administration or relevant qualification; At least 3 year relevant experience; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, BAS, JYP, DFI and Supply Chain Management processes and procedures; A valid driver's licence. Skills and Competencies: Communication skills (written and verbal); Computer skills (Ms Office); Leadership skills; Analytical skills; Report writing skills; Interpretation skills; Problem solving skills; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Provide procurement of goods, services and asset management support; Control inventory and manage the payment of accounts;

ENQUIRIES
APPLICATIONS

Perform budget administration and provisioning of transport services; Manage corporate related function; Provide effective people management.

- : Mr. R. Chauke Tel No: (012) 315 1329
- : 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.

NOTE

- : People with disabilities are encouraged to apply.