

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 07 November 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 this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 40/73 : **ADMINISTRATIVE OFFICER (X7 POSTS)**

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

CENTRE : Magistrate Court; Durban Ref No: 22/128/KZN (X4 Posts)
Magistrate Court; Vrede Ref No: 22/95/FS (X1 Post)
Magistrate Court; Ladysmith Ref No: 22/129/KZN (X1 Post)
Magistrate Court; Kwamsane (This is a re-advertisement, Candidates who had previously applied are encouraged to re-apply); Ref No: 22/130/KZN; (X1 Post)

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: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Leadership, Organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

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 : KZN: Ms V.T. Mlandeliso Tel No: (031) 372 3000
Free State: Ms NM Dywili Tel No: (051) 407 1800

APPLICATIONS : **KZN:** 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

FS: please direct your applications to: The Provincial Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

Separate application must be made quoting the relevant reference number.

NOTE

POST 40/74

COURT INTERMEDIARY (X2 POSTS)

SALARY

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

CENTRE

Magistrate Court; Pietermaritzburg Ref No: 22/131/KZN

Magistrate Court; Randburg Ref No: 2022/199/GP

REQUIREMENTS

Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, Social work/ family counselling, child care and youth development, paediatrics, psychiatry, clinical counselling, educational psychologist. Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years' working experience in the applicable field. Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages. Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Language Requirements: KZN: Proficiency in the following languages: English and IsiZulu; Gauteng: Proficiency in the following languages: English, IsiZulu and Isixhosa; Skills and Competencies: Communication and empathic listening skills (with children, persons; with mental disabilities and other traumatized witnesses). Trauma and basic counselling skills; interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

DUTIES

Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Render administration support service in court; Assist children to testify with the aid of anatomically-detailed dolls.

ENQUIRIES

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

Gauteng: Ms V Shiburi Tel No: (011) 332 9000

APPLICATIONS

KZN: 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: 7th floor; Regional Office Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruijs Street; Johannesburg

NOTE

Separate application must be made quoting the relevant reference number.

POST 40/75

ASSISTANT STATE ATTORNEY: (LP3-LP4) REF NO: 22/27/KZN

SALARY

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.

CENTRE

State Attorney: Durban

REQUIREMENTS

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; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical skills.

DUTIES

Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Constitutional Courts, Land Claims Court of

- Appeal, Tax and Tax Tribunals; Draft legal documents and conduct legal research; Draft and / or settle all types of agreements on behalf of the various clients; Guide, train and support staff; Render legal opinion and advice; Draft, prepare and register conveyancing documents.
- ENQUIRIES** : Mr J N Mdaka 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
- POST 40/76** : **ADMINISTRATIVE OFFICER: QUALITY ASSURANCE REF NO: 22/132/KZN**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Durban
- REQUIREMENTS** : A Bachelor's degree in Administration or equivalent qualification and at least two years relevant experience; Knowledge of Human Resource, Asset & Facility and Risk Management; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (verbal and written); Good interpersonal relations; Able to work independently and accurately under pressure; Organizational and problem solving skills; Customer orientation; Proven Managerial and Leadership skills; Ability to interact with diverse staff and stakeholders at all levels; Ability to interpret and apply policy; Attention to detail.
- DUTIES** : Key Performance Areas: Provide quality assurance services over administrative duties related to all resources i.e. Finance, Human Resources and Procurement; Render efficient and effective support to the Courts; Provide effective people management.
- 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.
- NOTE** : 1. People with disabilities are encouraged to apply.2. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 40/77** : **SENIOR COURT INTERPRETER (X2 POSTS)**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court; Durban Ref No: 22/133/KZN; (This is a re-advertisement, Candidates who had previously applied are encouraged to re-apply)
Magistrate Court; Roodepoort Ref No: 2022/204/GP
- REQUIREMENTS** : Grade 12 and National Diploma: Legal Interpreting at NQF level 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 driver's license will be an added advantage Language requirements: KZN: Tshivenda/ Sepedi/Xitsonga and IsiZulu; Gauteng: English, IsiZulu and Sepedi/Sotho/Setswana; 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** : KZN: Ms V.T. Mlandiso Tel No: (031) 372 3000
- APPLICATIONS** : Gauteng: Ms V Shiburi Tel No: (011) 332 9000
KZN: 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 Office Gauteng; 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 40/78** : **CHIEF ADMINISTRATION CLERK REF NO: 22/225/SA**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Mthatha
Grade 12 certificate or equivalent qualification; 3 years' experience; Relevant experience and knowledge of BAS system; A valid driver's license will be an added advantage. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Conflict management; Strong leadership capabilities; Ability to work under pressure; Report writing; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Provide financial administration support services within the component; Provide personnel administration clerical support services; Provide supply chain clerical/support service within the component; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr E Seerane Tel No: (012) 315 1780
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.
- NOTE** : People with disabilities are encouraged to apply.