

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 21 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 these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 42/51 : **CHIEF DIRECTOR: FAMILY ADVOCATE REF NO: 22/264/CS**

SALARY : R1 269 951 – R1 518 396 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) LLB or equivalent 4 year legal qualification as recognized by SAQA; A minimum of 5 years appropriate post qualification litigation experience which should be at Senior Management level; Admittance as an Advocate/ Attorney with right of appearance at High Court; Extensive practical experience in Family Law and Civil litigation; Knowledge of Private International Law. Skills and Competencies: Strategic capabilities and leadership; Project and programme management; Financial management; Change management; Knowledge management; Services Delivery Innovation (SDI); Problem solving and analysis; Diversity management; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage and administer the provisioning of non-litigation family advocate services; Manage and administer the implementation of the Hague Convention on Civil aspects of International Child Abduction; Manage the development and implementation of policies, Legislative frameworks and prescripts; Manage the provision of Forensic Social Work services; Manage and render administration support services (Programme Management); Provide effective people management.

ENQUIRIES : Ms. R. Sema Tel No: (012) 315 1333

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.

NOTE : People with disabilities are encouraged to apply.

OTHER POSTS

POST 42/52 : **ASSISTANT DIRECTOR: ICT PROJECT COORDINATOR REF NO: 22/256/ISM**

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

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years in ICT Project Management; Knowledge and understanding of Project Management Framework; Understanding of Public Service Regulations, Public Finance Management Act, Government financial systems and processes, Treasury Regulations, ICT Business Value Metrics, MS Project/ EPM Tool, MS Excel. Knowledge and understanding of Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall Methodologies), PMBOK and Prince 2 Project Management Methodologies and MS Projects/ EPM. Skills And Competencies: Applied strategic thinking; Communication; Information management; Continuous improvement; Developing others; Diversity management; Interpersonal conflict and resolving problems; Planning and organizing; Decision making; Team leadership.

DUTIES : Key Performance Areas: Undertake the planning, execution, monitoring and controlling of ICT projects; Maintain, update and report on budgets as project progresses; Provide administrative support to projects; Facilitate project related activities; 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.

NOTE : People with disabilities are encouraged to apply.

POST 42/53 : **ASSISTANT DIRECTOR: ICT TESTING AND QUALITY ASSURANCE REF NO: 22/257/ISM**

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

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years in ICT Business Application and Infrastructure of which 3 years must be as a specialist in ICT testing and Quality Assurance; Knowledge and understanding of Programming, Quality Management, Software/Hardware Testing and Project management; Knowledge of Corporate Governance of ICT Policy Framework, Test Methodologies in relation to the implementation of SDLC (Waterfall and Agile) Methodologies and Testing Techniques; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Quality Management and Programming; Skills And Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Interpersonal relations and conflict resolution; Planning and organising; Problem solving and decision making; Team leadership.

DUTIES : Key Performance Areas: Conduct analysis of testing requirements and design test cases of ICT business solutions and infrastructure solutions (converged solutions); Manage and execute the testing process; Conduct Post Deployment Testing; Conduct quality inspections to analyse and review systems, data and documentation; Maintain the Testing and Quality Assurance (QA) of ICT environments; 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 42/54 : **ASSISTANT DIRECTOR: ICT SECURITY ANALYST REF NO: 22/261/ISM**

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

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years in ICT Security as a specialist; Knowledge of ICT Service Delivery Management, policy development, risks, audits and related compliance; Understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Knowledge of ICT planning, monitoring framework, Government financial processes and systems. Skills and Competencies: Applied strategic thinking; Communication; Information management; Continuous improvement; Developing others; Diversity management; Interpersonal relations and resolving problems; Planning and organizing; Decision making; Team leadership.

DUTIES : Key Performance Areas: Monitor and respond to ICT security related incidents, threats and events; Conduct ICT security monitoring and respond to ICT security related problems; Investigate ICT related security breaches; Monitor and protect ICT security related infrastructure (hardware and software); Implement information and cyber security projects; 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 42/55 : **ASSISTANT DIRECTOR: DATA CENTRE AND CLOUD MANAGEMENT REF NO: 22/273/ISM**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognised by SAQA in Information and Communication Technology; A minimum of 3 years in ICT Infrastructure as a specialist; Knowledge and understanding of ICT Service Delivery Management, Project Management, Corporate Governance (King V or latest), ITIL and COBIT; Knowledge of ICT policy development, ICT risks, ICT Audits and ICT related Compliance; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Treasury Regulations, Public Administration Corporate Governance of ICT Policy Framework. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Interpersonal relations and conflict resolution; Planning and organising; Problem solving and decision making; Team leadership.

DUTIES : Key Performance Areas: Coordinate Data Centre Operations and Cloud Services; Coordinate the Data Centre Services (Active Directory, E-Mail, Databases, SharePoint); Coordinate and maintain Centralised Infrastructure Solutions (Audio and Visual Solutions); Facilitate Data Centre, Centralised Solutions and Cloud services upgrades; 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 42/56 : **ASSISTANT DIRECTOR: ICT GOVERNANCE MANAGEMENT REF NO: 22/274/ISM**

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

CENTRE : National Office, Pretoria

- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA Information and Communication Technology; A minimum of 3 years in ICT Governance as a specialist; Knowledge of ICT policy development, corporate governance of ICT, ICT risks, audits, ICT related compliance and ICT service delivery/portfolio management; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government financial processes and systems. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Interpersonal relations and conflict resolution; Planning and organizing; Problem solving and decision making; Team leadership.
- DUTIES** : Key Performance Areas: Facilitate the drafting of ICT Governance Frameworks, Policies and procedures; Facilitate the identification and mitigation of ICT risks; Facilitate the execution of ICT audits and conduct monitoring of audit action plans; 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 42/57** : **ASSISTANT DIRECTOR: SERVICE DESK MANAGEMENT CENTRE REF NO: 22/275/ISM**
- SALARY** : R382 245 - R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years in ICT Service Management as a specialist; Knowledge and understanding of ICT Service Management, ITIL, COBIT and Project Management; Knowledge of ICT policy development, Corporate Governance (King V or latest), risks, audits, ICT related compliance and Service Delivery Management; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government financial processes and systems and Public Administration Corporate Governance of ICT Policy Framework. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Networking and building bonds; Planning and organizing; Problem solving and decision making; Team leadership.
- DUTIES** : Key Performance Areas: Facilitate Service Desk operations, processes and toolsets; Facilitate all technical change and release processes; Co-ordinate the update and maintenance of the ICT Asset database (configuration management database); 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 42/58** : **ASSISTANT DIRECTOR: ICT NETWORK AND RELATED INFRASTRUCTURE MANAGEMENT REF NO: 22/276/ISM**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years in ICT Service Delivery Management and /or ICT Governance as a specialist; Knowledge of ICT risks, ICT audits and related compliance; Knowledge and understanding of Government financial processes and systems, ITIL, COBIT and Corporate Governance (King V or latest); Knowledge and understanding of ICT Service Delivery Management, Corporate Governance of ICT and Project Management; Knowledge and understanding of Public Service

- Regulations, Public Finance Management Act, Public Administration Corporate Governance of ICT Policy Framework and Treasury Regulations. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Interpersonal relations and conflict resolution; Planning and organizing skills; Problem solving and decision making skills; Team leadership.
- DUTIES** : Key Performance Areas: Co-ordinate the maintenance and upgrade of ICT Network solutions (WAN and LAN); Co-ordinate Network and Application monitoring; Monitor the availability, performance and capacity of the ICT Network; Co-ordinate ICT Network Infrastructure upgrades; 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 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 42/59** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 109/22EC**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office: Eastern Cape Service Point – Alfred Nzo District (Mount Frere)
- REQUIREMENTS** : A National Diploma/Bachelor's Degree in Financial Management (NQF level 6) or equivalent qualification; A minimum of three years' experience in financial accounting / management at supervisory level; Knowledge and proper understanding of the Financial Management framework; Knowledge of Public Finance Management Act (PFMA), Departmental Third Party Fund (TPF) systems, BAS, Supply Chain Management (SCM); budgeting process and National Treasury Regulation; A valid drivers' license. Skills and Competencies: Computer literacy (MS Office with focus on Excel and PowerPoint); Good communication skills (written and verbal); General office and project management; Financial management skills; Exceptional report writing; Good interpersonal relations; Strong analytical skills and assertiveness; Ability to work under pressure and be self-motivated; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Assess financial operations and transactions performed in the district to be in line with prescripts; Identify training needs to ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions and reconcile third party funds; Monitor audit recommendation, action plan and render support to other districts; Monitor and report on effective Supply Chain Management and Assets Management within the district; Provide inputs on any improvements in financial systems, processes and procedures; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms N Nghona Tel No: (043) 702 7000/ 7138
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
- NOTE** : Successful candidate will be expected to travel extensively to the district.
- POST 42/60** : **ASSISTANT STATE ATTORNEY LP3-LP4) REF NO: 22/269/SA (X2 POSTS)**
- 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: Pretoria
- 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; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA, Draft and/or settle all types of agreements on behalf of the various clients; Render legal

opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection.

ENQUIRIES
APPLICATIONS

: Ms K Ngomani Tel No: (012) 357 8661
: 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. A current certificate of good standing from the relevant law Society must accompany the application.