

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 28 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.

OTHER POSTS

POST 43/63 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 161/22EC**

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

CENTRE : Regional Office, East London

REQUIREMENTS : An undergraduate qualification (NQF 6) as recognized by SAQA in Social Work / Psychology; Registered with the South African Council for Social Service Professions or Health Professional Council of South Africa; At least 3 years' experience in employee health and wellness work environment at managerial (Assistant Director) level; Skills and Competencies: Applied strategic thinking; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Interpersonal relations and conflict resolutions; Planning and organizing; Problem solving and decision making; Team leadership; Project management.

DUTIES : Key Performance Areas: Manage, coordinate, implement and promote the physical wellbeing (wellness programmes) of individual employees; Manage, implement and promote the psycho- social wellbeing (employee assistance) of individual employees; Manage, implement and promote Work-Life Balance; Manage and implement Health and Productivity interventions; Manage and implement HIV/AIDS and TB programmes; Manage and implement Safety, Health, Environment and Risk and Quality Management (SHERQ) in the workplace; Provide effective people management.

ENQUIRIES : Mr A Jilana Tel No: (043) 702 7000 / 7010

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

POST 43/64 : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 162/22EC**

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

CENTRE REQUIREMENTS : Regional Office, East London
 : Three-year Bachelor's Degree /National Diploma in Public Administration or an equivalent qualification (NQF level 6); At least 3 years' experience in office and district administration at managerial (Assistant Director) level; A valid driver's license. Skills and Competencies: Computer literacy (MS Word, Excel); Job knowledge; Strategic thinking; Budgeting and financial management; Interpersonal relations, communication skills (verbal and written); Planning and organizing skills; Ability to analyze and solve problems; Project management.

DUTIES : Key Performance Areas: Coordinate administrative assessment of all court houses; Coordinate quality assurance assessments at the sub-offices to determine whether the work is being done according to legislation and prescripts; Implement Ad hoc services; Conduct assessment of all physical resources; Conduct investigations in respect of all misconduct and maladministration; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr A Jilana Tel No: (043) 702 7000 / 7010
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

POST 43/65 : **DEPUTY DIRECTOR: ICT TESTING AND QUALITY ASSURANCE REF NO: 22/279/ISM**

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 and Communication Technology; A minimum of 3 years' experience in Testing at managerial (Assistant Director) level; Knowledge of Corporate Governance of ICT Policy Framework, Test Methodologies in relation to the implementation of SDLC (Waterfall and Agile) Methodology and Testing Techniques; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Quality Management and Programming. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Problem solving and decision making; Project management.

DUTIES : Key Performance Areas: Conduct analysis of testing requirements, design test cases and execute testing of ICT solutions; Schedule and conduct quality infrastructure audit inspections to analyse and review systems, data and documentation; Maintain the Test and Quality Assurance (QA) environments; 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 43/66 : **ESTATE CONTROLLER EC1 REF NO: 22/282/MAS**

SALARY : R201 387 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: Polokwane
 : An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.

ENQUIRIES APPLICATIONS : Mr. S. Maeko Tel No: (012) 315 1996
 : 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:

NOTE

Application Box, First Floor Reception, East Tower, Momentum Building, 329
Pretorius Street, Pretoria.
: People with disabilities are encouraged to apply.