

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 12 December 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 45/143 : **AREA COURT MANAGER REF NO: 22/VA84/NW**

SALARY : R766 584 – R903 006 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Molopo Cluster

REQUIREMENTS : An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license; Experience in the Court environment will be an added advantage. Skills and Competencies: Strong Leadership and management capabilities; Strategic capabilities; Financial Management skills; Project management; Good communication (verbal and written); Computer literacy; Planning and organizing skill; Decision making skills; Presentation skill; Developing others.

DUTIES : Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.

ENQUIRIES : Ms. L. Shoai Tel No: (018) 397 7088

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

NOTE : People with disabilities are encouraged to apply

POST 45/144 : **DEPUTY DIRECTOR: SPECIAL PROGRAM (YOUTH) REF NO: 22/287/DG**

SALARY : R766 584 – R903 006 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 6) in Project Management or equivalent; A minimum of 3 years' experience in Project management at managerial (Assistant Director) level; Knowledge and understanding of the Justice system, Public Service Regulations, Public Finance Management Act and departmental policies and prescripts; Knowledge of Project management. 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: Coordinate and monitor special projects within the justice, crime prevention and security (JCPS) cluster; Report on implementation, progress and challenges pertaining to special projects; Conduct, research and analyse information/statistics on special project as required by the JCPS cluster; Render secretariat services to the Development Committee (DEVCOMM) –Sub structure of the JCPS Cluster; Conduct policy analysis to identify overlaps on policies and regulations within the department and JCPS cluster; 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 45/145** : **DEPUTY DIRECTOR: COMPLAINTS ASSESSMENT AND INVESTIGATION: OFFICE OF THE LEGAL SERVICES OMBUD REF NO: 22/02/OLSO**
(12 Months Contract Appointment)
- SALARY** : R766 584 – R903 006 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Legal Services Ombud: Cape Town
- REQUIREMENTS** : An LLB Degree/ four year Law Degree as recognized by SAQA; Minimum of 6 years' experience post qualification in the Legal Services field; Admission to Legal Practice Council and in good standing; Knowledge of the Legal Practice Act; Practical knowledge and understanding of assessment as well as investigative approaches and methodologies; Practical knowledge and understanding of drafting legal instruments, litigation management processes and interpreting statutes. Skills and Competencies: Computer literacy; Strategic capability and leadership; Case-flow management; Financial skills; Information and knowledge management; Project management; Service delivery innovation; Legislative drafting; Presentation and facilitation; Ability to analyse and develop policies; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Assess merit and validity of all complaints in line with mandate of the Office of the Legal Services Ombud (OLSO); Determine additional requirements based on assessment of complaints; Analyse data and advice on necessary corrective actions; Produce investigation reports on all complaints and advice on remedial actions thereof; Gather relevant evidence and conduct witness interviews; Provide legal advisory services to Office of the Legal Services Ombud (OLSO); Draft and review of legal opinions, advice, contracts and service level agreements correspondence to ensure quality control; Advise OLSO on compliance with Legislation, Regulations, Rules, Policies and procedures; Manage litigation matters on behalf of OLSO; Conduct legal research and knowledge management; Monitor the investigation of complaints, conduct of disciplinary committees and appeal tribunals of the LPC; Develop and implement policies, systems and processes in line with legislative provisions and best practices principles; Develop and review policy guidelines and procedures for assessment operations and investigation/monitoring operations.
- ENQUIRIES** : Ms. MV Shivuri Tel No: (010) 023 5508
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion

POST 45/146 : **SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL PROCESS (MR6):
REF NO: 22/245/LD**

SALARY : R495 354 – R1 192 677 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
: LLB Degree or four year legal qualification; At least 8 years appropriate post qualification legal experience; Knowledge of the South African legal system and experience in office administration; Knowledge of the Constitution, 1996, the Criminal Procedure Act, 1977, the Child Justice Act, 2008; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and State Liability Act; A valid driver's license. Skills and Competencies: Computer literacy; Communication skills; Legal research and drafting skills; Report-writing (memoranda) and analytical skills; Good interpersonal and language skills; Planning and decision making skills; Strategic capability and leadership skills.

DUTIES : Key Performance Areas: Supervise and oversee the processing of applications for expungements in terms of section 271B of the Criminal Procedure Act 1977, Presidential Pardons in terms of section 84(2)(j) of the Constitution and requests for reconsideration of new evidence in terms of section 327 of the Criminal Procedure Act 1977; Conduct legal research on principles of case law; Provide inputs with regard to the Directorate's budget, expenditure and organizational structure; Coordinate the compilation of monthly and annual reports on the activities of the Directorate; Develop, implement and report on service delivery innovations; Oversee administration processes in the Directorate to ensure the efficient and effective functioning of the Directorate; Handle ad hoc tasks in line with instructions; Provide effective people management.

ENQUIRIES APPLICATIONS : Ms. P. Leshilo Tel No: (012) 357 8240
: 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.

POST 45/147 : **COURT MANAGER REF NO: 112/2022/WC**

SALARY : R491 403 – R587 841 per annum. (The successful candidate will be required to sign a performance agreement)

CENTRE REQUIREMENTS : Magistrate Office, Simonstown
: 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 license. 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; 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 strategic and business planning processes; 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 APPLICATIONS : Ms N Bekwa Tel No: (021) 462 5471
: Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.

FOR ATTENTION NOTE : Ms L Keyster
: Persons with disabilities are encouraged to apply.

<u>POST 45/148</u>	:	<u>ASSISTANT DIRECTOR: FINANCE (OFFICE OF THE LEGAL SERVICES OMBUD: REF NO: 22/03/OLSO)</u> (12 Months Contract Appointment)
<u>SALARY</u>	:	R393 711 + 37% = R539 384 per annum in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Legal Services Ombud: Centurion
<u>REQUIREMENTS</u>	:	A National Diploma (NQF 6)/ Bachelor's Degree in Financial Management or relevant equivalent qualification; A minimum of three (3) years relevant experience in Financial Management; Knowledge of financial and administrative functions, including risk, internal controls, financial reporting and record keeping; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, financial management, cash and accrual accounting standards, planning and budget procedures in the public sector, as well as revenue and cash management experience; Experience in operating transversal financial systems (BAS, LOGIS and PERSAL); A valid driver's license. Skills and Competencies: Planning and organising skills; Ability to work under pressure; Good communication; Financial and Supply Chain Management skills; Sound analytical, statistical and problem solving skills; Computer literacy; Creative, innovative, flexible and highly motivated; Ability to work independently as well as with internal and external clients; Strong leadership and management capabilities; Presentation and facilitation skills; Interpersonal relations and conflict resolutions.
<u>DUTIES</u>	:	Key Performance Areas: Ensure that BAS payments, LOGIS payments and travel and subsistence claims are accurate and processed effectively and efficiently in terms of departmental policies and procedures; Ensure compliance to Treasury Regulation 8.2.3 and all departmental policies and procedures; Compile financial reporting inputs on a monthly and/ or quarterly basis; Ensure that all suppliers are verified and registered on departmental financial systems; Provide effective people management; Ensure provision of petty cash in the office in providing financial guidance to responsible managers; Exercise adequate control over filed payment documents (batch/document control); Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and resource management.
<u>ENQUIRIES</u>	:	Ms. MV Shivuri Tel No: (010) 023 5508
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion
<u>POST 45/149</u>	:	<u>PRINCIPAL COURT INTERPRETER (X2 POSTS)</u>
<u>SALARY</u>	:	R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate, Mount Frere Ref No: 173/22EC Magistrate, Grahamstown Ref No: 174/22EC
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF5; Proficiency in English two or more indigenous languages (preference will be given to languages used in area and sign language); 5 years' practical experience as a Court Interpreter with a minimum of 2 years supervisory experience; A valid driver's license; Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: 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.
<u>ENQUIRIES</u>	:	Ms. N Nghona Tel No: (043) 702 7000 / 7138
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
<u>NOTE</u>	:	Applicants will be subjected to a language test – speak, read and written. Separate application must be made quoting the relevant reference number.

- POST 45/150** : **SOCIAL WORKER/FAMILY COUNSELLOR (GRADE 1 -4) REF NO: 176/22EC**
- SALARY** : R269 301 – R607 593 per annum, (Salary will be in accordance with OSD Determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the Family Advocate, Port Elizabeth
 : Bachelor's Degree in Social Work or equivalent qualification; Appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration as Social Worker with SACSSP; Knowledge and experience in Mediation; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act; Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license. Skills and Competencies: Computer literacy; Communication (verbal and writing skills in English and Afrikaans); Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to details.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile statutory court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes.
- ENQUIRIES APPLICATIONS** : Mrs. L de Kock Tel No: (043) 702 7000 / 7130
 : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
- NOTE** : A successful candidate will be expected to relief in other service offices in the Province when there is an operational need; Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not apply.