

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 30 January 2023

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 01/160 : **COURT MANAGER REF NO: 53/22/NC/PAM**

SALARY : R491 403 – R578 841 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office Pampierstad

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 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 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 : Ms S Segopa Tel No (053) 8021300

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

- POST 01/161** : **OFFICE MANAGER (X2 POSTS)**
- SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of The High Court: Middelburg Ref No: 2022/71/MP
Master of The High Court: Mbombela Ref No: 2022/70/MP
- REQUIREMENTS** : A 3 years National Diploma/ Degree in Public Administration, Human Resources Management, Administration or Business Administration NQF level 6; A minimum of 3 years relevant experience in administration at supervisory level. Knowledge and understanding of the Constitution, Public Finance Management Act (PFMA) and regulatory framework/guidelines and prescripts, Procurement directives and procedures and statistics; Knowledge and understanding of DFI and Treasury Regulations; Knowledge of the departmental policy and prescripts; 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; Planning and organizing; Problem solving and decision making; Project management.
- DUTIES** : Key Performance Areas: Manage procurement and Finance of goods and services; Manage documents for registry support services; Undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholder, Manage human resource services; Provide effective people management.
- ENQUIRIES** : Ms KN Zwane Tel No: (013) 753 9367
- APPLICATIONS** : Quoting the relevant reference number, direct your application to; Postal address: The Regional Head, Department of Justice & Constitutional Development; Private Bag X 11249; Nelspruit; 1200 OR 4TH Floor Nedbank Building; 24 Brown Street, Nelspruit; 1200
- NOTE** : People with disabilities are highly encouraged to apply
- POST 01/162** : **PRINCIPAL COURT INTERPRETER REF NO: 2022/219/GP**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Johannesburg
- REQUIREMENTS** : NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF5; Proficiency in two or more indigenous languages; 5 years' practical experience as a Court Interpreter with a minimum of 2 years supervisory experience; A valid driver's license;. Language requirements: English, isiZulu, isiXhosa, Setswana and Sesotho. 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.
- DUTIES** : Key Performance Areas: Interpret in court of Law (Civil and Criminal matters); Small Claim court; Pre-trial proceedings and consultation; Consecutive interpreting from source to target language during court proceedings; Pre-trial consultation; Quasi and judicial; Interpret non-verbal gesture; Collect, monitor interpreting register, calculate and compile statistics; Make arrangements for foreign languages interpreters in consultation with the Prosecutor; Provide effective people management.
- ENQUIRIES** : Ms P Raadt Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
- POST 01/163** : **ADMINISTRATIVE OFFICER REF NO: 2022/218/GP**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Germiston
- REQUIREMENTS** : Three year National Diploma/ Bachelor's Degree in Public Administration/ Public Management or equivalent; 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow

- Pages (JYP); Budget control, Asset, Facility Management and PFMA. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem solving skills; Sound leadership and management skills; Good interpersonal relations.
- 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 Criminal and Civil Court Administration Section, section related to Family Court, 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 APPLICATIONS** : Ms P Raadt Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000; Or Physical Address: Regional Office –Gauteng Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg
- POST 01/164** : **ADMINISTRATIVE OFFICER: ENTERPRISE-WIDE RISK MANAGEMENT REF NO: 22/293/DG**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : 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; Self -Management.
- DUTIES** : Key Performance Areas: Provide administrative support to the Directorate; Maintain Barn-Owl Risk System; Manage and control flow of documents; Perform administrative functions in relation to training and awareness on Enterprise Risk management within the department; Assist in the secretariat functions of risk management committee.
- ENQUIRIES APPLICATIONS** : Mr. S.J Kgafela Tel No: (012) 315 1042
: 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 01/165** : **SENIOR COURT INTERPRETER REF NO: 2022/221/GP**
(Re-advertisement: Candidates who previously applied are encouraged to re-apply)
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Vereeniging
: Grade 12 and National Diploma: Legal Interpreting at NQF 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; Proficiency in English; Proficiency in two or more indigenous languages: Language requirements: English, Xitsonga, Tshivenda and Sesotho/ Sepedi. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical thinking; Problem Solving; Planning and Organising; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop Technology; Assist with the reconstruction of Court Records; Perform specific line and administrative support functions; Control and supervision of interpreters.
- ENQUIRIES APPLICATIONS** : Ms P Raadt Tel No: (011) 332 9000
: 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 Kruis Street; Johannesburg

- POST 01/166** : **LEGAL ADMINISTRATION OFFICER: (MR3-MR4) REF NO: 2022/22/GP**
(Re-advertisement: Candidates who previously applied are encouraged to re-apply)
- SALARY** : R268 755 - R367 785 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office Gauteng
- REQUIREMENTS** : An LLB Degree or four year recognised legal qualifications; At least 2 years' appropriate post qualification legal experience. Skills and Competencies: Computer literacy; Excellent Communication (verbal and written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to detail; Good filing skills; Report writing skills; Research ability; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Draft legal document and give legal advice to the Provincial Office and other organs of the State; Respond to petitions, representations and complaints from civil Society and other Government Departments; Liaise with relevant stakeholders and communities on the programmes around crime prevention; Prepare memoranda for appointments of Commissioners of Oath, Appraisers and Justice of Peace; Recover loss of and damage of state property; Oversee the smooth functioning of Specialized Courts in the Province i.e. Sexual Offences, Family, Equality, Community Court and Municipal Court; Facilitate Public Education and conduct community awareness campaigns on legislation administered by the Department; Co-ordinate programmes related to children in custody, awaiting trial prisoners, small claims courts, the lay assessors system and maintenance; Act as a Departmental Gender Focal person in the Province and ensure implementation of the Victim's Charter; Support the Courts regarding quasi-judicial functions.
- ENQUIRIES** : Ms V Shiburi Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.
- POST 01/167** : **MAINTENANCE OFFICER (MR1 – MR3) (X2 POSTS)**
- SALARY** : R207 429 – R307 302 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office, De Aar Ref No: 051/22/NC/ DER
Magistrate Office, Colesburg Ref No: 052/22/NC/ COL
- REQUIREMENTS** : An LLB Degree or four year recognised legal qualifications; Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver's license and willing to travel extensively. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (written and verbal); Numerical skills; Facilitation and mediation skills; Supervisory skills; Litigation skills; Ability to work with public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Time management; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.
- ENQUIRIES** : Mr J Tope Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- NOTE** : The successful candidate for Magistrate: De Aar: (will serve: De Aar, Phillipstown, Britstown, Hanover and Richmond). The successful candidate for

Magistrate: Colesburg: (will serve: Colesburg and Noupport). Separate application must be made quoting the relevant reference number.