

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 20 February 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](http://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 04/96** : **DIRECTOR: PROPERTY MANAGEMENT REF NO: 23/13/CS**

**SALARY** : R1 105 383 – R1 302 102 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An undergraduate (NQF level 7) as recognized by SAQA in Business Administration/Management/Property Management/Real Estate; 5 years' experience at middle/senior management level in Property Management/Real Estate; Nyukela certificate (Certificate for Entry into the Senior Management Service from the School of Government); Knowledge of fixed Immovable Assets, National Building Regulations, Occupational Health and Safety Act and Supply Chain Management Act; Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Financial Management Act; A valid driver's license. Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage departmental leasing portfolios; Manage departmental housing portfolios; Manage the operations of immovable assets; Manage municipal services; Provide effective people management.

**ENQUIRIES** : Ms. M. Kganyago Tel No: (012) 315 1844

**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** : Preference will be given to women and people with disability.

<b><u>POST 04/97</u></b>	:	<b><u>DIRECTOR: CARA AND PRESIDENT FUND REF NO: 23/04/CFO</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 – R1 302 102 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria An undergraduate qualification in Financial Management (NQF level 7) as recognized by SAQA or equivalent qualification; 5 years related experience at middle/senior management level in financial environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of Modified Cash Accounting and Disclosure requirements; Understanding of Financial Reporting in terms of GRAP; Knowledge of Public Financial Management Act (PFMA), National Treasury Regulations; Experience in working on the BAS and Pastel system; Knowledge of the Department of Justice and Constitutional Development and its Crime Asset Recovery Account (CARA) and President Fund Functions. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem Solving and analysis; People management and empowerment; Client orientation and customer focus; Good interpersonal relations and communication skills; Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the Criminal Assets Recovery Account (CARA); Manage the President's fund; Manage the financial accounting of the CARA and President's Fund; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Preference will be given to women and people with disability.
<b><u>POST 04/98</u></b>	:	<b><u>DIRECTOR: EXPENDITURE MONITORING AND INTERNAL CONTROL REF NO: 23/09/CFO</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 – R1 302 102 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria An undergraduate qualification (NQF level 7) in Financial Management/ Accounting/ Internal Audit/ B Com in Finance/Management Accounting/ Economics or equivalent as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); 5 years' experience at middle/senior managerial level in Budget Management and/or Internal Control environment; Knowledge of Financial Provisioning and/ or Administration procedures and processes; Knowledge of Public Finance Management Act (PFMA); Budget Management, Public Service Regulations and Acts, Treasury Regulations, Division of Revenue Act (DORA), Preferential Procurement Policy Framework Act (PPPFA) and Public Audit Act; A valid driver's license. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem Solving and analysis; People management and empowerment; Client orientation and customer focus; Good interpersonal relations and communication skills; Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the department expenditure, monitoring and reporting processes; Manage budget performance and budget risk against Annual Performance Plan (APP); Manage the provision of strategic technical support to branches in the implementation of budget and APP; Manage the process of detecting and preventing financial non-compliance; Manage the maintenance of adequate internal control systems and procedures; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. J. Maluleke Tel No: (012) 315 1090 Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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.

#### OTHER POSTS

- POST 04/99** : **DEPUTY DIRECTOR: FACILITIES PROGRAMME SUPPORT REF NO: 23/12/CS**
- SALARY** : R766 584 – R903 006 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria  
An appropriate undergraduate qualification (NQF level 6) as recognized by SAQA in Built environment (town planning, quantity surveying, space planning services, etc.); A minimum of 3 years' experience in Facilities Management at managerial (Assistant Director) level; Knowledge and understanding of financial management, the legislative framework governing the Public Service: Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions, etc.; Understanding of Government Immovable Assets Management Act (GIAMA); Knowledge of Supply Chain Management framework, National Building Regulations, prescripts and frameworks on corporate performance and technical knowledge in spectrum of discipline within the Built Environment. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Problem solving and decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Coordinate and monitor the expenditure of facilities management and strategy requirements; Coordinate the development and implementation of User Asset Management Plan (UAMP); Coordinate the processing of Facilities Management payments; Coordinate Special Projects in Provincial facilities and the implementation of term contracts; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. M Mokoena Tel No: (012) 744 2026  
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 04/100** : **ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT REF NO: 23/VA15/NW**
- SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : North West Provincial Office  
An undergraduate qualification (NQF level 6) as recognised by SAQA in Human Resource Management/ Human Resource Development; A minimum of 3 years at supervisory level in Human Resource Development work environment; Skills and Competencies: Personal attributes; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal skills; Planning and organizing; Problem solving and decision making; Project management; Team leadership, Computer literacy; Facilitation/presentation skills.
- DUTIES** : Key Performance Areas: Facilitate and implement Workplace Skills Plan (WSP); Facilitate and implement training and development programmes; Facilitate and implement bursary and study assistance programmes; Facilitate and implement learnership and internship programmes; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms L Shoai Tel No: (018) 397 7088  
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, 2745.

- POST 04/101** : **ADMINISTRATIVE OFFICER: REF NO: 31/22/NC/WIL**  
(Re-advertisement-people who previously applied is encouraged to re-apply)
- SALARY** : R331 188 - R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office Williston  
: 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 strategic and business planning processes; Manage the Criminal and Civil Court Administration Section and other sections 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 S Segopa Tel No: (053) 8021300  
: 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, 7<sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 04/102** : **LABOUR RELATIONS OFFICER REF NO: 1923/NC/RO**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Kimberley Northern Cape  
: An appropriate three (3) years National Diploma / Bachelor's Degree or equivalent qualification in Labour Relations / Human Resource Management; Minimum of three years' relevant experience in Labour Relations; In depth knowledge and understanding of all relevant Human Resource legislation and policies; A valid driver's license. Skills and Competencies: Ability to work under pressure; Computer literate (MS Office: Word, Excel and Power Point). Verbal and written Communication skills; Ability to maintain good interpersonal relations. Problem solving skills and analytical thinking.
- DUTIES** : Key Performance Areas: Deal with grievances in the Department; Represent the Department at Disciplinary hearings and Dispute level; Chair disciplinary hearings when so appointed; Investigate allegation of misconducts; Advise Management on Labour Relations matters; Assist in Training on Labour Relations matters and management of strike; Provide advise and reports to management.
- ENQUIRIES APPLICATIONS** : Mr W Kumalo Tel No: (053) 802 1374  
: 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, 7<sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 04/103** : **ADMINISTRATIVE OFFICER REF NO: 25/2023/FA/WC**
- SALARY** : R331 188 – R390 129 per annum. (The successful candidate will be required to sign a performance agreement)
- CENTRE REQUIREMENTS** : Office of the Family Advocate: George  
: National Diploma/ /Degree in Business Administration or related qualification at NQF Level 6; A valid driver's license; At least 3 years experience in office administration of which at least one year supervisory/ team leader. Skills and Competencies: Planning and organizing; Creative thinking; Customer services orientation; Good communication, verbally and in writing; Client services; Interpersonal skills; Computer literacy (MS Word, Excel, Outlook); work under

- pressure; Problem solving; Work independently and as part of a team; Punctuality; Integrity.
- DUTIES** : Key Performance Areas: Manage the provision of administration support to case flow management; Render general administrative services within the office; Deal with human resource related functions and asset management; Provide supply chain management services in the office.
- ENQUIRIES APPLICATIONS** : Ms J Gerber Tel No: (044) 8024 200
- : Please forward your application to: Regional Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5<sup>th</sup> Floor Norton Rose House, Cape Town.
- FOR ATTENTION NOTE** : Ms L Keyster
- : Persons with disabilities are encouraged to apply
- POST 04/104** : **CHIEF ADMINISTRATION CLERK REF NO: 23/08/CS**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
- : Grade 12 certificate or equivalent qualification; Minimum of 3 years experience in administration. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Strong leadership capabilities; Ability to work under pressure; Report writing; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Supervise and render general clerical support services; Supervise and provide supply chain clerical support services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services within the component; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms R Sema Tel No: (012) 315 1333
- : 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.