

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 13 March 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 only when shortlisted. 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 07/100** : **SENIOR FAMILY ADVOCATE – (LP9) REF NO: 23/VA01/NW**

**SALARY** : R1 027 698 – R1 606 404 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 NW- Mahikeng  
: An LLB Degree or recognised 4 years legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admission as an Advocate; A valid driver's licence; Knowledge of applicable Standard Operation Procedures (SOP's); Proven track record of previous managerial experience in a legal environment. Skills And Competencies: Good communication skills, both verbal and writing; Litigation technique (both High Court and Lower Court); Research, investigation, presentation, monitoring and evaluation; Attention to detail; Diversity management; Dispute and conflict resolution skills; Operational management skills, Alternate Dispute Resolution skills; People management; Performance information monitoring and analysis; Financial management.

**DUTIES** : Key Performance Areas: Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Monitor improvement in the organizational performance of the office and its satellite service point; Manage of performance information; Manage and ensure effective and efficient service delivery at the various points within the jurisdiction (Head of Office); Conduct complex enquiries; Provide effective people Management in the office; Implement risk management plan and ensure audit compliance.

**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, Mahikeng.

- POST 07/101** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 05/23/LMP**
- SALARY** : R393 711 – R475 596 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Provincial Office: Limpopo
- REQUIREMENTS** : A relevant tertiary qualification in Financial Management/ Supply Chain Management or equivalent at NQF level 7; A minimum of 3 years' experience in Supply Chain Management at a supervisory level. Knowledge and understanding of the Supply Chain Management framework and acquisition practices; National Treasury Regulations. Skills and Competencies: Research and analytical skills; Strong leadership with strategic capabilities; Policy development; Monitoring, evaluation and report writing; Accuracy and attention to details; Project management skills; Communication (written and verbal) skills; Presentation and facilitation skills; Computer literacy.
- DUTIES** : Key Performance Areas: Manage demand of goods and services in the Province; Provide and monitor acquisition/procurement services in the Province; Manage logistics and disposal in the Province; Manage and monitor the assets in accordance with the relevant policy and procedure; Render and monitor contract administration support service and compliance; Render a risk and performance management service with regard to supply chain internally and externally; Provide effective people management.
- ENQUIRIES** : Ms Manyaja P.M Tel No: (015) 287 2147/ Ms Phalane M.R Tel No: (015) 287 2036
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0700.
- POST 07/102** : **SENIOR TRAINING OFFICER REF NO: 07/23/LMP**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: Limpopo
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/Human Resource Development; A minimum of 3 years experience in human resource development work environment of which at least one year as supervisor/ team leader; Knowledge of Performance Management Systems, Skills Development Act, Skills Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Conditions of Employment Act, Departmental Bursary Schemes; Knowledge of training and development methodologies and concepts; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Facilitation and presentation; Supervisory and leadership; Planning and organizational; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Conduct training needs assessment; Assess and reassess training development processes; Co-ordinate the induction and orientation programme; Administer and facilitate training programmes; Provide effective people management.
- ENQUIRIES** : Ms. Manyaja P.M Tel No: 015 287 2026/ Ms Phalane M.R Tel No: 015 287 2036
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0700.
- NOTE** : Coloured, White, Indians and applicants with disabilities are encouraged to apply
- POST 07/103** : **ADMINISTRATIVE OFFICER (X3 POSTS)**
- SALARY** : R331 188 – R390 711 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Vereeniging Ref No: 2023/27/GP

		Magistrate Springs Ref No: 2023/29/GP Magistrate Nigel Ref No: 2023/30/GP
<b><u>REQUIREMENTS</u></b>	:	Three year National Diploma/ Bachelor 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 Public Financial Management, Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions, BAS and Justice Yellow Pages; Budget control, Asset, Facility Management and PFMA. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Sound leadership and management skills; Good interpersonal relations. Good communication skills.
<b><u>DUTIES</u></b>	:	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 process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P Raadt/ Ms T Maphoto Tel No: (011) 332 9000
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg 2000 or Physical Address: Provincial Office –Gauteng; Department of Justice and Constitutional Development; 7 <sup>th</sup> floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg.
<b><u>POST 07/104</u></b>	:	<b><u>MAINTENANCE INVESTIGATOR REF NO: 09/23/LMP</u></b>
<b><u>SALARY</u></b>	:	R269 214 - R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate: Mahwelereng
	:	Grade 12 or equivalent qualification: Relevant administrative experience; Experience in Family Law Matters; Knowledge of the Maintenance Act; A valid driver's license. Skills and competencies: Computer literacy; Communication skills (Oral & Written); Motivating skills; Loyal, honest, ability to work under pressure; Planning and organizing; Good interpersonal relations; Attention to details.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Serve Maintenance Summons, Subpoenas, Warrants and Garnishee Orders; Locate whereabouts of persons; Give testimony in Court under Oath; Render administrative support to the Office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Phalane M.R Tel No: 015 287 2036/ Ms Manyaja P.M Tel No: 015 287 2026
	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0700.
<b><u>POST 07/105</u></b>	:	<b><u>STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 23/25/CFO</u></b>
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum. The successful candidates will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria
	:	An appropriate 3 years Degree/ National Diploma in Financial Accounting/ Financial Management or equivalent qualification NQF level 6; A minimum of 2 years relevant experience in Internal Control/ Financial Accounting/ Auditing / Supply Chain Management; Knowledge of Financial Provisioning and/ or administration procedures and processes; Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations and other legislative prescripts. Skills and Competencies: Computer literacy (Ms Word, Excel, BAS, SCM and PERSAL Systems); Planning and organizing skills; Interpersonal relations; Communication skills (verbal and written); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Ability to analyse and solve problems; Report writing skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Assess and conduct determination of possible irregular, unauthorized, fruitless and wasteful expenditure; Facilitate the implementation of progressive disciplinary action on all irregular expenditure incurred; Keep statistics of work performed for reporting purposes; Detect and investigate internal control weaknesses, report findings and make recommendations in identified areas; 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.
- NOTE** : People with disabilities are encouraged to apply.