

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 20 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, 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.

MANAGEMENT ECHELON

POST 08/79 : **DIRECTOR: LEGAL ADMINISTRATION AND ADVOCACY REF NO: 2023/13/MP**

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 REQUIREMENTS : Mpumalanga Provincial Office: Nelspruit
: An LLB or appropriate equivalent undergraduate legal qualification (NQF Level 7); 5 years experience at middle/senior managerial level; Nyukela certificate (Certificate for Entry into the Senior Management Service) from the National School of Government; Relevant work experience in the field of law, court administration/management environment; In-depth knowledge of International law and relations and understanding of the Constitution; In-depth practical experience in legislative drafting; Knowledge of Constitutional law cases, criminal, civil and family law cases; Knowledge of all relevant government prescripts, including Treasury Regulations. Skills and Competencies: Strategic Capabilities 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; Communication skills (written and verbal); Honesty and Integrity.

DUTIES : Key Performance Areas: Manage the provision of legal administration and statutory appointment; Manage family law services (Maintenance, Child Justice and Intermediary); Manage language and interpreting services in the regions; Facilitate the promotion and awareness of justice related services; Provide effective people management.

ENQUIRIES APPLICATIONS : Ms DCM Knoop Tel No: (013) 753 9359
: Quoting the relevant reference number, direct your application to; Postal address: The Provincial 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

OTHER POSTS

- POST 08/80** : **DEPUTY DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 23/2023/WC**
- SALARY** : R766 584 – R903 006 per annum, (all-inclusive remuneration package). (The successful candidate will be required to sign a performance agreement).
- CENTRE** : Regional Office, Cape Town
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Safety and Security and registered with PSIRA or NOSA or SSA; 3 years experience in security management work environment at managerial (Assistant Director) level; Knowledge and understanding of Security Management related legislation and policies, Security Management frameworks and guidelines, Knowledge of the MISS 1998, Control of Access to Public premises and Vehicle Act, 1985 (Act No.53 of 1985), Control of Access to Public Premises and Vehicle Act, 1985 (Act No.53 of 1985; Knowledge and understanding of the Public Service statutory frameworks; Project management, 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, etc. Skills and Competencies: Applied strategic thinking, Applied technology, Budgeting and financial management, Communication and information management, Continuous improvement, Citizen focus and responsiveness, Developing others, Diversity management, Problem solving and decision making, Project management, Team leadership.
- DUTIES** : Key Performance Areas: Coordinate security operations; Coordinate and conduct security risk management assessment and reports; Monitor security contract performance; Coordinate the provision of close protection, special events and cash-in-transit services; Coordinate the provision of information security and vetting services; Provide effective people management.
- ENQUIRIES** : Ms N Bekwa Tel No: (021) 462 5471
- APPLICATIONS** : Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor, Norton RoseHouse, Cape Town
- FOR ATTENTION** : Ms L Keyster
- POST 08/81** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6): REF NO: 37/23EC**
- SALARY** : R533 631 – R1 247 166 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE** : State Attorney, Port Elizabeth
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years' appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail; Ability to maintain interpersonal relations.
- DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide supervision and training to other professional staff.
- ENQUIRIES** : Mr A Jilana Tel No: (043) 702 7000 / 7010
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200
- POST 08/82** : **OFFICE MANAGER REF NO: 35/23EC**
- SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required

	:	to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master of The High Court, Grahamstown
	:	A 3 years National Diploma/ Degree in Public Administration, Human Resources Management, Administration or Business Administration at 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; Knowledge and understanding of DFI and Treasury Regulations; Knowledge of the departmental policy and prescripts. Skills and Competencies: Applied strategic; Budgeting and financial management; Computer literacy (MS Office); Communication and information management; Citizenship focus and responsiveness; Diversity management; Impact and influence; Sound interpersonal relations; Planning and organizing skills; Problem solving and leadership skills; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Manage finance, human resource, and procurement 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 stakeholders; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200
<u>POST 08/83</u>	:	<u>ASSISTANT DIRECTOR: THIRD PARTY FUNDS REF NO: 36/23EC</u>
<u>SALARY</u>	:	R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Eastern Cape
	:	An appropriate Degree/Diploma in Financial Management or equivalent qualification, with Accounting as a major subject; A minimum of 3 years working experience in a finance environment at supervisory level; A valid driver's license. Knowledge of Public Financial Management Act (PFMA) and National Treasury Regulations, Knowledge of Justice Administered Act, Regulations; GRAP, Financial Instruction and Directives, Knowledge of Departmental TPF system. Skills and Competencies: Planning and organizing, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage sound financial management of the Third – Party Funds (TPF), Provide financial support and advice to Provincial Office and Magistrate Offices in the Province, Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
<u>POST 08/84</u>	:	<u>ASSISTANT STATE ATTORNEY (LP3-LP4): (X2 POSTS)</u>
<u>SALARY</u>	:	R315 153 – R885 546 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Mthatha Ref No: 34/23EC State Attorney: Port Elizabeth Ref No: 33/23EC
	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years' appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal); Problem solving and conflict management.
<u>DUTIES</u>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA, Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-

		departmental arbitration and debt collection. Represent the department in all matters of arbitration proceedings.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 08/85</u>	:	<u>SENIOR COURT INTERPRETE: REF NO: 29/23EC</u>
<u>SALARY</u>	:	R269 214 - R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate, Whittlesea
	:	Grade 12 with 10 years' practical experience as a Court Interpreter or a Grade 12 certificate with a National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5 and a minimum of 3 years' practical experience as a Court Interpreter; Proficiency in English and two or more indigenous languages (preference will be given to languages used in area and sign language); A valid driver's license. Skills and Competencies: Good communication (written and verbal); Interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Utilized in more serious cases; Perform any other duties that may be assigned to in terms of rationalization of office.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
	:	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
<u>POST 08/86</u>	:	<u>SENIOR HUMAN RESOURCES OFFICER REF NO: 23/13/FS</u>
<u>SALARY</u>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Bloemfontein
	:	A grade 12 or equivalent; A minimum of 3 years relevant experience. Skills And Competencies: Computer literacy (MS Word, Excel, Outlook and PERSAL); Good communication (written and verbal) skills; Ability to work correctly, neatly and under pressure; Perusal and analysis of audit reports and management comments; and Facilitation and minutes – taking skills.
<u>DUTIES</u>	:	Key Performance Areas: Implement transactions in respect of Recruitment and Selection, Transfers, Promotions, Probations, Pay/Grade Progression, Appointments, Payment of Casual Interpreters and maintenance of the Establishment; Provide general administrative support in performance management and condition of service benefits; Supervise the implementation of Human Resource functions; Check and approve transactions of PERSAL; Provide monthly statistics of HR functional matters and analyze reports; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili Tel No: (051) 407 1800
	:	Quoting the relevant reference number, direct your application to: The Director: HR, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.
<u>POST 08/87</u>	:	<u>ASSISTANT MASTER - MR3-MR5 REF NO: 32/23EC (X2 POSTS)</u>
<u>SALARY</u>	:	R268 755 – R953 979 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master of The High Court, Grahamstown
	:	LLB Degree or four years recognized legal qualification; At least two years' appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management;

- Communication skills; Ability to work under pressure and independently in a highly pressurized environment; Computer literacy (MS Office).
- DUTIES** : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No: (043) 702 7000 / 7010
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
- POST 08/88** : **SOCIAL WORKER/FAMILY COUNSELLOR (GRADE 1) REF NO: 30/2023/FA/WC**
- SALARY** : R269 301 – R312 186 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, George
: Bachelor's Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP (SA Council for Social Service Profession); Appropriate experience in social work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in rendering expert evidence; 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 drivers' license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- 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 forensic court reports and recommendations to the best interest of the 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; Conduct inquiries, interview parties and source references in family law disputes to townships and rural are.
- ENQUIRIES APPLICATIONS** : Advocate J Gerber Tel No: (044) 802 4200
: Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town
- NOTE** : Shortlisted candidates will be required to submit proof of registration with SACSSP and service certificates of appropriate experience in Social Work after registration as Social Worker with SACSSP. Candidates whose name appear on Part B of the Child Register as mandated by Section 123(5) of the Children's Act, 2005 need not apply.
- POST 08/89** : **ESTATE CONTROLLER – EC1: REF NO: 38/23EC**
- SALARY** : R207 429 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, Port Elizabeth
: 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, Curatorship's, Trusts and all aspects related to the administration thereof; Determine and asses' estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
- 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 08/90 : **MAINTENANCE OFFICER (MR1 – MR5): REF NO:22/23EC**

SALARY : R201 387 – R510 435 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate, Mount Frere: (Will also be responsible to work at other offices in the Alfred Nzo district)

REQUIREMENTS : LLB Degree or a four year recognized legal qualification; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication skills (verbal and written); Extensive knowledge of the maintenance system and family law matters.

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; Compile statistics and perform any other administrative functions as required.

ENQUIRIES : Mrs. L de Kock Tel No: (043) 702 7000 / 7130

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

FOR ATTENTION : Ms L Keyster