

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 27 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 09/95** : **SENIOR FAMILY ADVOCATE: LP9 REF NO: 2023/32/GP**

**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** : Family Advocate: Pretoria  
: 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 license; 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 written; Litigation technique (both High Court and Lower Court); Research, investigation, presentation, monitoring and evaluation; Attention to details; 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 performance information; Manage 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 audit compliance.

**ENQUIRIES APPLICATIONS** : Ms R Moabelo 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: 7th floor, Provincial Office: Gauteng, Department of Justice and Constitutional Development, Schreiner Chambers, Cnr. Pritchard and Kruis Street, Johannesburg, 2000.

<b><u>POST 09/96</u></b>	:	<b><u>COURT MANAGER REF NO: 26/23/NC/KKS</u></b>
<b><u>SALARY</u></b>	:	R491 403 – R578 841 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Office Kakamas
	:	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 of which 2 years should be 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; Computer literacy; 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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.
<b><u>POST 09/97</u></b>	:	<b><u>ASSISTANT DIRECTOR: SERVICE EXCELLENCE AND QUALITY MANAGEMENT REF NO: 23/30/DG</u></b>
<b><u>SALARY</u></b>	:	R393 711 - R463 764 per annum. 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 6) as recognized by SAQA in Public Administration, Business Administration or Operations Management; 3 years experience in the service delivery improvement and quality management programmes; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Knowledge and understanding of the Operations Management Framework. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc); Applied strategic thinking; Research and analytical skills; Strong leadership with strategic capabilities; Budgeting and financial management; Communication and information management; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate the development and monitoring of the department's quality management framework; Coordinate development and monitor implementation of norms and standards; Coordinate the development and maintenance of the service excellence programme; Coordinate the innovation and service excellence awards programme; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. M. Modibane Tel No: (012) 315 1668
	:	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 09/98** : **ADMINISTRATIVE OFFICER (X2 POSTS)**
- SALARY** : R331 188 - R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Ref No: 25/23/NC/GRI Centre: Magistrate Office Griekwastad  
Ref No: 24/23/NC/KEN Centre: Magistrate Office Kenhardt
- REQUIREMENTS** : 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 Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: People management; Computer literacy (Microsoft packages); Sound leadership and management skills; Good interpersonal relations. Good communication skills.
- 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 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.
- 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, 7<sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.
- NOTE** : Separate application must be made quoting the relevant reference number.
- POST 09/99** : **FORENSIC AUDITORS REF NO: 23/32/DG (X6 POSTS)**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : A 3-year National Diploma/ NQF Level 6/Degree in Auditing/ Accounting, Law, Police Administration or equivalent; At least 1-year experience in Auditing or Forensic investigations; Knowledge of the Public Finance Management Act (PFMA); Knowledge of other Public Sector regulatory policies, procedures, rules and regulations. Skills and Competencies: Communication skills (verbal and written); Concern for others; Creative thinking; Customer Service Orientation (CSO); Problem analysis; Self-management; Technical proficiency.
- DUTIES** : Key Performance Areas: Investigate allegations/irregularities falling within the Department's mandate; Giving evidence on conducted investigations as may be required; Report finalized investigations and resolutions to management; Advise management on risk mitigation measures to the forensic teams and management, Render operational administrative support.
- ENQUIRIES** : Ms. MD Modibane Tel No: (012) 315 1668
- 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 Building, Pretoria, 0001.
- NOTE** : People with disabilities are encouraged to apply.
- POST 09/100** : **CHIEF ACCOUNTNG CLERK: SALARIES AND MISCELLANEOUS REF NO: 23/35/CFO**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : Grade 12 certificate or equivalent; At least 3 years experience in processing and reconciling Travel Agency Invoices and other Creditor payments; Experience in BAS system; Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations and Income Tax Act. Skills and Competencies: Computer operating skills (accounting systems); Planning and organizing skills; Interpersonal relations; Good verbal and written

- communication skills; Accuracy and attention to detail; Ability to work under pressure and be able to interpret relevant policies; Leadership skills.
- DUTIES** : Key Performance Areas: Supervise and render financial accounting transactions; Manage and perform capturing and verification of invoices; Manage and perform bookkeeping support services; Render a budget support service; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. J. Maluleka 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.
- POST 09/101** : **MAINTENANCE OFFICER: MR3 – MR5 REF NO: 23/VA28/NW**
- SALARY** : 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.
- CENTRE REQUIREMENTS** : Moretele Magistrate Court
- : LLB Degree or recognised 4 years legal qualification; At least 2 years appropriate post qualification legal experience; Extensive knowledge of the maintenance system and family law matters; Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; Proficiency in the following languages; Setswana, Afrikaans and English; A valid drivers licence. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment
- DUTIES** : Key Performance Areas: Perform the duties or functions of Maintenance Officer in terms of the Maintenance Act; Administer the preparations and issuing of Section 26 and emoluments attachment orders as well as court interdicts; Prepare and compile all necessary evidence in presentation and application of future maintenance orders; Capture maintenance cases on ICMS system and appear in the Maintenance Court; Implement Bench orders; Provide effective people management to the Family Law Section and Maintenance Investigator.
- 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.
- POST 09/102** : **MAINTENANCE OFFICER: (MR1- MR5) REF NO: 23/18/FS**  
(This is a re-advertisement; candidates who had previously applied are encouraged to re-apply)
- 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 REQUIREMENTS** : Magistrate's Office, Thaba-Nchu
- : 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 APPLICATIONS** : Ms. NM Dywili Tel No: (051) 407 1800
- : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag 20578, Bloemfontein, 9300; or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301