

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 03 April 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.

OTHER POSTS

POST 10/88 : **DEPUTY DIRECTOR: ACCOUNTING AND REPORTING REF NO: 23/39/CFO**

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
: Relevant tertiary qualification in Financial Management at NQF level 7 as required by SAQA; A minimum of 3 years' experience in a financial environment at management (Assistant Director) level; Knowledge and understanding of Public Finance Management Act and budget management, Knowledge of Cash Management, financial systems (BAS) and accounts control relating to Financial Statements; 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; Quality assurance, people management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the process of preparation of Annual financial statements, reporting and audit facilitation services; Manage the reconciliation, verification and consolidation of the creditors' status reports for Management, National Treasury and EXCO; Verify and consolidate accruals in the department with respect to Creditors; Monitor unresolved financial reporting, Auditing and creditors high level follow-ups and enquiries; 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.

<u>POST 10/89</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 2023/40/MP</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: Mpumalanga A 3 year National Diploma/Degree in Labour Law/ Labour Relations/ Law/ Human Resources Management or relevant equivalent qualification; At least 3 years relevant experience in supervisory/junior management position in the Labour Relations environment; A valid driver's license. Skills and Competencies: Communication skills (verbal and written), Interpersonal relations, Ability to build high performance teams, Computer literacy, Project management, Strategic management, Analytical thinking, Problem solving, Conflict management.
<u>DUTIES</u>	:	Key Performance Areas: Assist in managing the grievance procedure/ disciplinary processes and provide expert advice to management in all Labour related matters; Undertake labour relations research, plan activities and management of resources; Liaise with all stakeholders in defending the department in disputes; Represent the Department in conciliation and Arbitration, hearings as well as in disciplinary matters; facilitate the resolution of employee complaints and management of strike and compile circulars on the management of strike actions; Monitor and evaluate the implementation of the approved policy; Administer the appointment of Presiding Officers and Investigation Officers.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Nc Maseko Tel No: (013) 753 9365 Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, Nelspruit 1200 OR Physical Address: Provincial Office – Mpumalanga; Department of Justice and Constitutional Development; 24 Brown street, 4 th Floor Nedbank Centre, Nelspruit 1200
<u>POST 10/90</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING AND EMPLOYMENT EQUITY REF NO: 2023/18/GP</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: Gauteng An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/ Industrial and Organisational Psychology; A minimum of 3 years experience in Human Resource Planning and Employment Equity environment at a supervisory level; Knowledge of HRP and EE legislative frameworks, methodologies and strategies in the Public Service; Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing Interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the development and review HRP; Develop Employment Equity (EE) plan for the Province; Monitor and evaluate Provincial compliance on HRP and Employment Equity; Review Employment Equity plan; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms RR Moabelo Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: The Provincial Head: Gauteng, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Department of Justice and Constitutional Development, Schreiner Chambers, Cnr. Pritchard and Kruis Street; Johannesburg.
<u>POST 10/91</u>	:	<u>ASSISTANT DIRECTOR: INTERNSHIP AND LEARNERSHIP REF NO: 23/20/HR</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>	:	National Office, Pretoria 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 at

- supervisory level; Knowledge of Skills Development Act, Skills Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Conditions of Employment Act, Departmental Bursary Schemes; Job knowledge of skills, learnership and Internship within Public Act; Knowledge and understanding of the Public Service statutory frameworks, financial management and regulatory framework/guidelines, the Public Service Act. Skills and Competencies: Computer literacy (MS Word, Outlook, Excel and Persal); Numeracy skills; Good interpersonal relations and communication skills; Ability to work independently and as part of a team; Problem solving skills and decision-making skills; Project management skills; Presentation and facilitations skills; Time management; Conflict management skills.
- DUTIES** : Key Performance Areas: Conduct skills audit, training needs analysis and develop Workplace Skills Plan (WSP); Facilitate, monitor and evaluate the implementation of the department's Workplace Skills Plan (WSP); Facilitate onboarding, orientation & induction framework; Facilitate the implementation of learnership and internship programmes; Facilitate mentorship and coaching programmes; Monitor the implementation of women and youth empowerment programmes; 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.
- POST 10/92** : **ADMINISTRATIVE OFFICER: IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO: 23/40/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; At least 1 year 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 skills; Customer service orientation; Problem analysis.
- DUTIES** : Key Performance Areas: Render administrative support duties for the Office of the Director-General; Provide financial administration support services for the office of the DG; Provide supply chain clerical support services within the component; Provide effective people management.
- ENQUIRIES APPLICATIONS** : 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.
- NOTE** : People with disabilities are encouraged to apply.
- POST 10/93** : **LEGISLATIVE LANGUAGE PRACTITIONER: ISIXHOSA REF NO: 23/31/SLA**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of The Chief State Law Adviser: Pretoria
- : A three year tertiary qualification majoring in Isixhosa or an equivalent qualification; Experience in working as Language Practitioner in Isixhosa; Knowledge of other languages coupled with a practical understanding of the law. Skills and Competencies: Presentation skills; Language proficiency; Communications skills; Computer literacy; Translations skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Translate legislation from English to Isixhosa in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Edit and proofread Legislation in Isixhosa; Interact with PANSALB and other relevant stakeholders involved in promoting the use of all official languages; Assist with the promotion and development of Isixhosa as an official language and legal terminology for the use in legislation; Provide language quality control mechanisms in respect of

- legislation; Perform any other duties as assigned by Senior Legislative Language Practitioner.
- ENQUIRIES** : Ms P Leshilo Tel No: (012) 357 8240
- 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** : People with disabilities are encouraged to apply.
- POST 10/94** : **LEGAL ADMINISTRATIVE OFFICER (MR1 – MR5) REF NO: 23/22/FS**
- SALARY** : R207 429 – R953 979 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Bloemfontein
- REQUIREMENTS** : An LLB or four (4) year recognized legal qualification; Sound knowledge of the South African legal system, legal practice and related spheres with specific reference to family law and related litigation; Knowledge of criminal procedure and practice, court rules (Constitutional, Supreme Court of Appeal, High, Labour, Equality and Magistrate Courts); Knowledge of the Public Finance Management Act; Knowledge of the Sexual Offences and Related Matters Act; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Legal Research; Decision making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute resolution; Planning and organising; Report writing and problem resolving; Project management; Communication skills (verbal and written); Willing to work overtime when required.
- DUTIES** : Key Performance Ares: Draft legal documents and give legal advice to the Department and other organs of the State; Provide support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society, other government departments DPP, and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Determine Legal Liability, recover losses and oversee the smooth functioning of dedicated courts in the region; Facilitate implementation of relevant legislation including the Victims Charter and the Restorative Justice National policy Framework; Initiate, plan, implement and conduct community awareness campaigns on legislations administered by the Department.
- ENQUIRIES** : Ms N Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director: HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.