

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 21 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.
- ERRATUM:** Kindly note that the post of Maintenance Officer (MR1-MR5) with Ref No: 23/18/FS, Post 09/102 advertised in the Public Service Vacancy Circular 09 on 10 March 2023 with a closing date 27 March 2023 was advertised with the incorrect salary notch of R201 387 – R510 435. The correct salary notch is R207 429 – R953 979 We apologize for the inconvenienced caused

MANAGEMENT ECHELON

- POST 12/54** : **DEPUTY DIRECTOR - GENERAL: CONSTITUTIONAL DEVELOPMENT: REF NO: 23/49/CD**
- SALARY** : R1 590 747 – R1 791 978 (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An appropriate undergraduate legal qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA in Constitutional law, Human Rights and International law; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); A minimum of 8 years' experience at Senior Managerial level; Knowledge and understanding of Constitution of South Africa, Bill of Rights, processes and systems of Constitutional Democracy and fundamental Human Rights and values in the country, programmes in support of Social Justice and Participatory Democracy; Knowledge and understanding of Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act (PFMA). Skills and Competencies: Strategic capability and leadership; Programme and Project management; Financial management; Change management; Knowledge management; Services Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
- DUTIES** : Key Performance Areas: Oversee, manage and support government's effort in promoting Constitutional Democracy and respect for fundamental Human Rights and values; Oversee and manage the development and monitor government treaty obligations and programmes; Oversee and manage government programmes and support sectoral initiatives that promote Social Justice; 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 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.

POST 12/55 : **CHIEF DIRECTOR: ICT INFRASTRUCTURE OPERATIONS MANAGEMENT: REF NO: 23/46/ISM**

(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)

SALARY : R1 308 051 – R1 563 948 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria

: An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at senior managerial level of which 3 years must be in the ICT Infrastructure Operations environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of Computer programming, Computer system design and analysis, ICT Service Management, ITIL, COBIT, ICT Infrastructure, Project Management and Business Intelligence (BI) tools and software; Knowledge of ICT Audit Management, ICT Governance Framework, ICT Strategy and Planning, ICT Policy Development, ICT Planning and Monitoring Framework, ICT Project Management Methodologies (e.g. PMBOK, PRINCE 2), ICT Risk Management and modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. 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; Communication; Honesty and integrity.

DUTIES : Key Performance Areas: Manage ICT Network and Data Infrastructure; Manage centralized and Cloud Services; Manage the ICT Service Management center; Manage stakeholder relations relating to infrastructure and give strategic advice to management; Provide effective financial and 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 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.

NOTE : Women and people with disabilities are encouraged to apply.

POST 12/56 : **DIRECTOR: ICT SYSTEMS MANAGEMENT AND BUSINESS INTELLIGENCE: REF NO:23/45/ISM**

(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)

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 : National Office, Pretoria

: An undergraduate qualification (NQF level 7) in Information Communication Technology (ICT) or equivalent as recognized by SAQA; 5 years' of experience at a middle/senior managerial level; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of Business Intelligence solutions, Enterprise Architecture including Government Wide EA, Architecture Frameworks and ICT policy development; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations; Knowledge of ICT Planning, Monitoring Framework, Government financial processes and systems. 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; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the development and maintenance of business applications; Manage functional support and enhancements to business application; Manage the provision of business intelligence services; 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 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.

POST 12/57 : **DIRECTOR: ICT SECURITY OPERATIONS REF NO: 23/44/ISM**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)

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 : National Office, Pretoria
: An undergraduate qualification (NQF level 7) in Information Communication Technology 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 a middle/senior managerial level; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT policy development and; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations; Knowledge of ICT Planning, Monitoring Framework, Government financial processes and systems. 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; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage ICT security infrastructure operations; Manage the development of ICT security policies, norms, standards, procedures, framework and compliance; Manage the identification of current and potential legal, regulatory issues, cyber security and assess impact; Manage ICT security threat monitoring and reporting services; Provide effective people and financial management.

ENQUIRIES APPLICATIONS : Mr J Maluleke Tel No (012) 315 1090
: 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.

POST 12/58 : **DIRECTOR: ICT SERVICE DELIVERY MANAGEMENT REF NO: 23/43/ISM**
(This is a re-advertisement applicant who previously applied are encouraged to re-apply)

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 : National Office, Pretoria
: An undergraduate qualification (NQF level 7) in Information Communication Technology 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 a middle/senior managerial level in ICT environment; Knowledge of ICT Audit Management, ICT Governance Framework, ICT Strategy, Planning and Monitoring Framework, ICT Project Management Methodologies (e.g. PMBOK, PRINCE 2), ITIL, ICT Service Management, ICT Risk Management; Business Analysis and Solution Testing, Modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. 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; Communication skills.

DUTIES : Key Performance Areas: Manage Service Desk operations and related processes and toolsets; Manage change and release processes; Manage major incidents and problem management processes; Provide effective financial and 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 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.

POST 12/59 : **DIRECTOR: ICT TESTING AND QUALITY ASSURANCE: REF NO: 23/42/ISM**
(This is a re-advertisement applicant who previously applied are encouraged to re-apply)

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 qualification (NQF level 7) in Information Communication Technology 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 management level of which 3 years must be in Testing/Quality Assurance; Knowledge of ICT Audit Management, ICT Governance Framework, Strategy and Planning, Policy Development, Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, ICT Planning and Monitoring Framework, ICT Project Management Methodologies, Waterfall SDLC methodologies, ICT Risk Management, Business Analysis and Solution Testing, modernization and innovations. 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; Communication; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the development of the Test Strategies and Test Plans; Manage and facilitate the analysis, design, execution and quality assurance process; Manage and maintain the quality assurance environments and testing tools/ software; Manage service level agreement/ service provider; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No (012) 357 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** : Preference will be given to women and people with disability.

OTHER POSTS

- POST 12/60** : **FAMILY ADVOCATE: LP7:REF NO: 2023/55/GP**
- SALARY** : R797 901 – R859 560 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: Johannesburg
: An LLB Degree or recognized 4-year legal qualification; Admitted as an Advocate; The right of appearance in the High Court of South Africa; At least 5 years appropriate post qualification litigation experience; A valid driver's license. Skills and Competencies: Good communication skills (verbal and written); Litigation and Advocacy skills; Legal research and drafting; Dispute resolution; Case flow management.
- DUTIES** : Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute and conduct enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Deal with Hague matters and all relevant circuit courts within the Province.
- 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 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, JOHANNESBURG.
- POST 12/61** : **ASSISTANT MASTER, MR3- MR5: REF NO: 2023/57/GP**
- 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** : Master Of The High Court: Pretoria
: 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 : Ms RR Moabelo Tel No: (011) 332 9000
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, JOHANNESBURG, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, JOHANNESBURG.

POST 12/62 : **REGISTRAR MR3: REF NO: 23/49/KZN**

SALARY : R268 755 – R307 302 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate's Office, Durban
REQUIREMENTS : An LLB degree or recognized 4-year legal qualification; At least 2 years' appropriate post qualification legal experience; A valid driver's licence. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret Acts and Regulations; Negotiation, motivation, customer relations, self-management and stress management skills.

DUTIES : Key Performance Areas: Coordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default.; Issue, monitor and analyse court statistics; Manage the civil sections in co-operation with the judiciary and Court Manager; Manage and submit monthly returns to the Court Manager. Provide practical training and assistance to the clerks of court and Assistant Registrars in the lower courts; Provide effective people management.

ENQUIRIES : Ms V. Mlandeliso Tel No (031) 3723000
APPLICATIONS : Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban

POST 12/63 : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-3 REF NO: 2023/43/GP (2 POSTS)**

SALARY : R269 301 – R380 337 per annum (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Family Advocate: Johannesburg
REQUIREMENTS : Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; 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 make recommendations to the best interest of 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 areas;

ENQUIRIES : Mrs RR Moabelo Tel No: (011) 332 9000
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, JOHANNESBURG, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, JOHANNESBURG.

POST 12/64 : **MAINTENANCE OFFICER MR1 – MR5 (2 POSTS)**

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 : Springbok Magistrates Office, Ref No: 29/23/NC/SPR
Calvinia Magistrates Office, Ref No: 28/23/NC/CAL (the successful candidate/s will be required to work at other offices in the Namakwa 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.
- ENQUIRIES** : Ms D Joseph Tel No (053) 802 1300
- 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, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 12/65** : **ESTATE CONTROLLER EC1: REF NO: 2023/56/GP**
- 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** : Master Of The High Court: Pretoria
- REQUIREMENTS** : 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, Curatorships, 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** : Ms RR Moabelo Tel No (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, JOHANNESBURG, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, JOHANNESBURG.