

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	09 May 2023
<u>NOTE</u>	:	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 ERRATUM: 1. Kindly note that the post of Director: ICT Systems Management and Business Intelligence with Ref No: 23/45/ISM, Post 12/56 advertised in the Public Service Vacancy Circular 12 dated 31 March 2023 with a closing date 21 April 2023 has been withdrawn. 2. The requirements on the experience for the post of Director: ICT Testing and Quality Assurance with Ref No: 23/42/ISM, Post 12/59 has been amended and should be read as follows: 5 years' experience at middle/senior management level of which 3 years must be in application and infrastructure Testing/Quality Assurance. Therefore, the closing date will be extended to 09 May 2023 We apologize for the inconvenienced caused.

OTHER POSTS

<u>POST 13/25</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6): REF NO: 2023/49/GP (X2 POSTS)</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney, Johannesburg
	:	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 details; Ability to maintain interpersonal relations.
<u>DUTIES</u>	:	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 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; Regional Office Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant Legal practice Council must accompany the application.
- POST 13/26** : **SOCIAL WORK SUPERVISOR: GR1-2 REF NO: 41/23EC**
- SALARY** : R401 691 - R747 282 per annum, (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Port Elizabeth
: Bachelor's Degree in Social Work which allows for professional registration with the SACSSP; Professional registration with the SACSSP as a Social Worker; A minimum of 5 years appropriate experience in social work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in leading Evidence; knowledge and application of Family Law, including mediation in certain divorce matters Act, Maintenance Act and Domestic Violence Act, Children's Act (inclusive of Hague Convention on international child abduction); A valid driver's licence; Social work supervisory experience will be an added advantage. Skills And Competencies: Supervisory skills; Computer literacy (MS Office); Communication skills (verbal and written); Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Provide advise to Family Counsellor to ensure an effective service delivery; Implement the performance management and development system within the office; Provide Forensic Family Counsellor service with regards to the best interest of the Child is upheld through the relevant programmes within the office; Supervise administrative functions required within an office and undertake a higher level of administrative function.
- 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 13/27** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 17/23/NC/RO**
- SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Kimberley Northern Cape
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management / Public Management; A minimum of 3 years' experience in human resource management environment at supervisory level; Knowledge of PERSAL System, human resource management directives/policies/prescripts; Knowledge and understanding of Employment Equity Act, Basic Conditions of Employment Act, Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, , Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance, Management Act, Government initiatives and decisions. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc); Research and analytical skills; Strong leadership with strategic capabilities; Budgeting and financial management; Communication and information management; Diversity management; Interpersonal skills; conflict management and problem-solving skills; Planning and organizing; Decision making; Project management.
- DUTIES** : Key Performance Areas: Facilitate the administration of attraction, recruitment, selection, appointment and exit of the employees; Facilitate the implementation of employee compensation, general conditions of services, benefits and incentives; Facilitate the administration of human resource related matters for correct implementation of human resource management practice; Provide effective people management.

- ENQUIRIES APPLICATIONS** : Mr. D Kistoo Tel No: (053) 802 1374
 : 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 13/28** : **ASSISTANT STATE ATTORNEY: (LP3-LP4) REF NO: 2023/48/GP**
- SALARY** : 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.
- CENTRE REQUIREMENTS** : State Attorney, Johannesburg
 : 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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Ms R 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; Regional Office Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 13/29** : **SENIOR COURT INTERPRETER (X2 POSTS)**
- SALARY** : R269 214 - R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Uitenhage Ref No: 40/23EC
 : Magistrate, East London Ref No: 44/23EC: (This is a re-advertisement, applicant who previously applied are encouraged to re-apply)
- REQUIREMENTS** : Grade 12 and National Diploma: Legal Interpreting or any other relevant equivalent qualification in the field of languages and a minimum of 3 years' practical experience in Court interpreting; or Grade 12 certificate with ten years practical experience in court interpreting Proficiency in English and two or more indigenous languages (preference will be given to languages used in the area and sign language); A valid driver's license will be an added advantage. Skills and Competencies: Good communication (written and verbal); Interpersonal relations; Accuracy and attention to detail.
- DUTIES** : 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.
- 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
- NOTE** : Separate application must be made quoting the relevant reference number. Applicants will be subjected to a language test – speak, read and written)
- POST 13/30** : **MAINTENANCE OFFICER MR3 – MR5 REF NO: 23/VA32/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** : Magistrate Court: Potchesfroom

- REQUIREMENTS** : LLB Degree or recognised 4 year legal qualification; At least 2 years' 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 driver's 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: 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. Provide effective people management to the Family Law Section and Maintenance Investigator.
- ENQUIRIES** : Ms. L. Shoai Tel No: (018) 397 7088
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 13/31** : **MAINTENANCE OFFICER: (MR1-MR5): (X2 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** : Magistrate Office, Mitchells Plain Ref No: 31/2023/WC
Magistrate Office Mashishing Ref No: 2023/47/MP
- REQUIREMENTS** : LLB Degree or a four-year recognized legal qualification; 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: Afrikaans and English; A valid driver's 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: 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** : Cape Town: Ms S Davids Tel No: (021) 370 4244
Nelspruit: Mr. LT Mndbele Tel No (013) 753 9366
- APPLICATIONS** : **Cape Town:** 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 for Attention: Cape Town: Ms L Keyster
Nelspruit: 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.
- NOTE** : Separate application must be made quoting the relevant reference number