

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 05 June 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.

**ERRATUM:** Please note that the following posts advertised on Public Service Vacancy Circular 16 2023 dated 12 May 2023, were erroneously indicated, the correct salary scales are as follows: (1) Internal Auditor: Computer Audit & Decision Support: Ref No: 23/50/IA (Post No: 16/72), salary notch: R359 517 – R420 402, (2) Principal Court Interpreter: Ref No: 35/23/LMP (Post No: 16/73), the salary notch: R359 517 - R420 402, (3) Administrative Officer: Ref No: 37/23/NC/SA (Post No: 16/71), salary notch R359 517 – R420 402, (4) Estate Controllers: (X4 Posts): Ref No: 61/23EC, Ref No: 35/23/NC/MAS and Ref No: 2023/52/MP (Post No: 16/82), salary notch: R228 915 (5) Maintenance Officer: MR1-MR5 (X2 Posts): Ref No: 55/23EC and Ref No: 56/23EC, (Post No: 16/82) salary notch: R228 915 – R1 005 801. We apologize for any inconvenience caused in this regard.

## MANAGEMENT ECHELON

**POST 17/68** : **DIRECTOR: FAMILY ADVOCATE (X3 POSTS)**

**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** : Family Advocate: Bloemfontein Ref No: 23/65/CS (X1 Post)  
Kimberley Ref No: 23/66/CS (X1 Post)  
Mahikeng Ref No: 23/67/CS: Mahikeng (X1 Post)

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) LLB or equivalent four-year Legal qualification as recognized by SAQA; At least 5 years' appropriate post qualification litigation experience of which 5 years must be at middle/senior managerial level; Admittance as an Advocate/Admitted as Attorney with right of appearance at High Court; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of Foundations of South African law, South African private law, Constitutional law, evidence and African Customary Law, Muslim Personal Law, Private International Law, the South African legal system, legal practices and related spheres with specific reference to civil litigation the law relating to children, the Constitution, the Prescription Act, the State Attorney Act; Knowledge of Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, Maintenance Act; Extensive

knowledge of all local and international legislation that regulates protection of children; Knowledge of Public Finance Management Act (PFMA), Public Service Regulations and Acts, Treasury Regulations, Departmental Financial Instructions and the State Liability Act; Knowledge and experience in Office Administration. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Good interpersonal relations and communication skills.

- DUTIES** : Key Performance Areas: Manage and coordinate the provisioning of Family Advocate services; Manage and monitor the implementation of the Hague Convention of Civil aspects of International Child Abduction; Manage the implementation of policies, legislative frameworks and prescripts; Manage and monitor the provision of Forensic Social Work services; Provide effective people management.
- ENQUIRIES** : Mr. J. Maluleke Tel No: (012) 315 1090
- 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.
- NOTE** : Separate application must be made quoting the relevant reference number

#### **OTHER POSTS**

**POST 17/69** : **DEPUTY DIRECTOR: BUSINESS PROCESS MANAGEMENT REF NO: 23/62/HR**

**SALARY** : R811 560 – R952 485 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 6) as recognized by SAQA in Management Services/Operations Management/Industrial Engineering; A minimum of 3 years' experience in Organisational Development environment at managerial (Assistant Director) level; Knowledge of Job Evaluation Business Process Management and Organisational Design; Knowledge and understanding of the Public Service statutory frameworks; Knowledge of 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; Diversity management; Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Decision making; Project management; Team leadership; Change management.

**DUTIES** : Key Performance Areas: Manage, develop and review of organizational structures and systems; Manage the alignment and maintenance of functional post establishment; Manage and facilitate the development of business processes Management; Manage and develop norms and standard for departmental operations; Manage and facilitate the conducting of job analysis and evaluation process; Manage and facilitate the development and review of job descriptions; Provide effective people management.

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

**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.

**POST 17/70** : **DEPUTY DIRECTOR: SYSTEM MANAGEMENT REF NO: 23/64/ISM**

**SALARY** : R811 560 – R952 485 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

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| <b><u>REQUIREMENTS</u></b>           | : | An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years experience in ICT application development, support and maintenance environment at managerial (Assistant Director) level; Knowledge and understanding of ICT policy development, ICT Planning and monitoring framework; Knowledge of ICT Operations/Service management, System Development Lifecycle, Information Systems and Project Management; Experience in various software development framework, techniques, Database Management System and application release management; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government financial processes and systems. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Diversity management; Interpersonal relations and conflict resolution; Planning and organising skills; Problem solving and decision making skills; Team leadership. |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Facilitate the maintenance of Business Applications; Facilitate the development of Business Applications; Facilitate the functional support of Business Applications; Facilitate the enhancements of Business Applications; Provide effective people management.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | 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.  |
| <b><u>POST 17/71</u></b>             | : | <b><u>ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 23/VA43/NW</u></b>  |
| <b><u>SALARY</u></b>                 | : | R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Provincial Office - NW   |
|                                      | : | A Degree or National Diploma Security Management/Risk Management or equivalent qualification; PSIRA Grade B, Three years' experience in Security Management at supervisory level; A valid driver's license; Knowledge of the MISS document of 1998; Control of access to public premises and vehicle Act. 1985 (Act No:53 of 1985); The successful candidate will be required to travel extensively. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Project management skills; Presentation skills; Ability to work under pressure; Administrative and organizational skills; Good interpersonal relations; Accuracy and attention to details; Investigation skills.   |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Perform variety of duties related to the core functions of the security and risk management unit; Monitor the implementation of departmental security systems and policies; Manage security at sub-offices in the province and monitor the implementation of security measures at courts; Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Roll out of contingency plan and OHS compliance at sub-offices within the region.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | 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.  |
| <b><u>POST 17/72</u></b>             | : | <b><u>ASSISTANT DIRECTOR: ICT SYSTEM MANAGER REF NO: 23/63/ISM</u></b>   |
| <b><u>SALARY</u></b>                 | : | R424 104 – R496 467 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 Information and Communication Technology; A minimum of 3 years' experience in ICT Business Applications environment as a Specialist within application development, support and maintenance; Knowledge of ICT Operations/Service management, System Development Lifecycle, Information Systems and Project Management; Experience in various software development framework, techniques, Database Management System and application release management; Knowledge and understanding of Public  |

- Service Regulations, Treasury Regulations, Public Finance Management Act, Treasury Regulations and Government financial processes and systems. Skills and Competencies: Applied strategic thinking, Communication and information management, Continuous improvement, Developing others, Diversity management, Interpersonal relations and conflict resolution, Planning and organizing, Problem solving and decision making, Team leadership.
- DUTIES** : Key Performance Areas: Facilitate the maintenance of Business Applications; Facilitate the development of Business Applications; Facilitate functional support of Business Applications; Facilitate the enhancements of Business Applications; Provide effective people management.
- ENQUIRIES** : Mr. J. Maluleke Tel No: (012) 315 1090
- 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.
- POST 17/73** : **TRAINING OFFICERS (X2 POSTS)**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: Free State Ref No: 23/25/FS  
Provincial Office, Kimberley Northern Cape Ref No: 18/23/NC/RO
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Development; A minimum of three (3) years experience in human resource development environment. Knowledge of Performance Management Systems, Skills Development Act, Skills Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Conditions of Employment Act, Departmental Bursary Schemes, Training and Development methodologies and concepts; Knowledge and understanding of 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 Office); Good communication skills (verbal and written); Decision making; Problem analysis; Facilitation and presentation; Supervisory and leadership; Planning and Organizational skills Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Coordinate training needs assessment; Assess and reassess training development processes and programmes; Coordinate the induction and orientation programme; Administer and facilitate training programmes.
- ENQUIRIES** : Free State Ms N Dywili Tel No: (051) 407 1800  
Northern Cape: Mr L Swartz Tel No: (053) 802 1300
- APPLICATIONS** : **Free State:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.  
**Northern Cape:** 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.