

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	19 June 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 when shortlisted. 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

<u>POST 19/50</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR-6): LEGAL SERVICES REF NO: 23/71/LD</u>
<u>SALARY</u>	:	R531 381 – R1 252 374 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>	:	National Office, Pretoria
	:	An LLB Degree or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience; Knowledge of the South African Legal System, Legal Practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act; Admission as an attorney/advocate will be an added advantage; A valid driver's licence; Knowledge and experience of the public procurement system. Skills and Competencies: Legal research and drafting skills; Report writing (memoranda) and analytical skills; Computer literacy; Communication skills (written and verbal); Planning and decision-making skills; Interpersonal and language skills; Strategic capability and leadership skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage all requests for vetting of contracts, legal advice and opinions relating to contracts; Manage the process of dealing with labour litigation matters; Manage and process losses in respect of State money and property (including fruitless and wasteful and transport matters); Manage and submit report to stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mohapi Tel No: (012) 744 2026
	:	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>NOTE</u>	:	People with disabilities are encouraged to apply.

- POST 19/51** : **CHIEF ADMINISTRATION CLERK REF NO: 23/47/FS**
 (This is a re-advertisement: candidates who previously applied are encouraged to re-apply)
- SALARY** : R294 321 – R343 813 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court Office, Bloemfontein
 : Grade 12 certificate or equivalent; A minimum of 3 years' experience in administration. Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and outlook); Communication skills (verbal and written); Interpersonal relations; problem solving skills. Ability to work under pressure and work dependently; knowledge of PFMA; Treasury Regulations; Departmental Financial Instructions (DFI); Public Service Act and other relevant Legislation; planning and organizing.
- DUTIES** : Key Performance Areas: Supervise and render general clerical support service; Supervise and provide Supply Chain clerical support within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms N Dywili Tel No: (051) 407 1800
 : Quoting the relevant reference number, direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.