

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 10 July 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. 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 Executive Office Administrator in the Office of The Ombud Ref No: 5/5/23 OLSO (Post No: 20/191) advertised on Circular No 20 of 2023 dated 09 June 2023, the correct Centre is Cape Town. We apologize for any inconvenience caused in this regard.

## OTHER POSTS

- POST 21/56** : **DEPUTY DIRECTOR: ICT BUSINESS ANALYST REF NO: 23/72/ISM**
- 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 Information and Communication Technology; A minimum of 3 years experience in Business Analysis at Managerial (Assistant Director) level; Experience in Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall methodologies); Experience in Systems Analysis and Solution Architecture; Knowledge of Corporate Governance of ICT Policy Framework; Knowledge and understanding of Public Service Regulations and Public Finance Management Act and Treasury Regulations. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.
- DUTIES** : Key Performance Areas: Conduct business model analysis; Develop definition and design; Develop technical and functional requirements; Provide effective people management.
- ENQUIRIES** : Ms R Sema Tel No: (012) 315 1333
- 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.

<b><u>POST 21/57</u></b>	:	<b><u>COURT MANAGER: REF NO: 48/23/LMP</u></b>
<b><u>SALARY</u></b>	:	R527 298 – R617 622 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Vuwani An undergraduate National Diploma/ Degree qualification (NQF level 6) as recognized by SAQA in Public Administration/ Management/ Law/ Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment with a minimum of 2 years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management, impact and influence; Planning and organizing; Problem solving; Project management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate and manage the financial, Human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<b><u>ENQUIRIES</u></b>	:	Ms Mongalo MP Tel No: (015) 287 2037 or Ms Manyaja P.M. Tel No: (015) 287 2026
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0700
<b><u>POST 21/58</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6): REF NO: 28/2023/WC</u></b> (Directorate: Legal Administration)
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office, Cape Town An LLB Degree or equivalent law degree; At least 8 years appropriate post qualification legal experience; Supervisory /management experience will be an added advantage; 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, Institution of Legal Proceedings Against Certain Organs of State Act, Prescription Act, State Attorney Act; Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act, ;Superior Courts Act and the Magistrates Court Act and relevant rules, Knowledge and experience in Office Management and Administration; A valid driver's license. Skills and Competencies: Legal Research; Legal drafting; Applied strategic thinking; Applied technology; Budgeting and Financial Management; Communication and Information management; Computer literacy; Continuous Improvement; Citizen Focus and Responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict; Planning and organizing; Problem solving and Decision making; Team leadership.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Facilitate and conduct outreach, training, and awareness on various pieces of legislations, constitutional imperatives, and legal policy frameworks; Manage and administer the establishment of specialized courts and matters pertaining to vulnerable persons; Manage and coordinate corporate legal support and loss control in the provinces; Manage and coordinate quasi-judicial and statutory appointment matters; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Ms A Singh Tel No: (021) 462 547
<b><u>APPLICATIONS</u></b>	:	Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
<b><u>FOR ATTENTION</u></b>	:	Ms L Keyster

<b><u>NOTE</u></b>	:	Persons with disabilities are encouraged to apply.
<b><u>POST 21/59</u></b>	:	<b><u>ADMINISTRATIVE OFFICERS (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Thohoyandou: Ref No: 49/23/LMP Magistrate Louis Trichardt: Ref No: 50/23/LMP
<b><u>REQUIREMENTS</u></b>	:	Three-year National Diploma/ Bachelor's Degree in Public Administration/ Public Management or equivalent; 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Budget control, Asset, Facility Management and PFMA. Skills and Competencies: Computer literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations; People Management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Section, section related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users.
<b><u>ENQUIRIES</u></b>	:	Ms. Mathosa M.F Tel No: (015) 287 2035 Mr. Lamola V.M Tel No: (015) 287 2147
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0700
<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number.
<b><u>POST 21/60</u></b>	:	<b><u>ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 2023/70/GP (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R341 778 – R935 109 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	State Attorney: Pretoria
<b><u>REQUIREMENTS</u></b>	:	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 licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Constitutional Courts, Land Claims Court of Appeal, Tax and Tax Tribunals; Draft and/ or settle all types of agreements on behalf of the various clients; Render legal opinion and advice; Handle all forms of inter-departmental arbitrations and debt collection; Represent the department in all matters of arbitration proceedings.
<b><u>ENQUIRIES</u></b>	:	Ms R Moabelo Tel No: (011) 332 9000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 or Physical address: 7th floor; Provincial Office Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply. Shortlisted candidates will be required to submit certificate of good standing from the relevant law Society.
<b><u>POST 21/61</u></b>	:	<b><u>MAINTENANCE INVESTIGATOR (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Mamelodi Ref No: 2023/73/GP Magistrate Palm Ridge Ref No: 2023/74/GP

- REQUIREMENTS** : Grade 12 or equivalent qualification: Relevant administrative experience; Experience in Family Law Matters; Knowledge of the Maintenance Act; A valid driver's license. Skills and Competencies: Computer literacy; Communication skills (Oral & Written); Motivating skills; Loyal, honest, ability to work under pressure; Planning and organizing; Good interpersonal relations; Attention to details.
- DUTIES** : Key Performance Areas: Serve Maintenance Summons, Subpoenas, Warrants and Garnishee Orders; Locate whereabouts of persons; Give testimony in Court under Oath; Render administrative support to the Office.
- ENQUIRIES APPLICATIONS** : Ms P Raadt 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: Provincial Office – Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg
- POST 21/62** : **SENIOR COURT INTERPRETER REF NO: 2023/75/GP**  
(This is a re-advertisement: candidates who previously applied should not re-apply as their applications will still be considered)
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Pretoria  
: Grade 12 and National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5 and a minimum of three years practical experience in court interpreting OR Grade 12 with ten (10) year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages; Language requirements: English, Siswati, Sepedi /IsiZulu/ Setswana. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop Technology; Assist with the reconstruction of Court Records; Perform Specific Line and administrative Support functions; Control and supervision of interpreters.
- ENQUIRIES APPLICATIONS** : Ms P Raadt Tel No: (011) 332 9000  
: Quoting the relevant reference number, direct your application to: The Provincial Office Gauteng; Private Bag X6, Johannesburg, 2000 or Physical address: 7th floor; Provincial Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg
- POST 21/63** : **MAINTENANCE OFFICER (MR1- MR5): REF NO: 60/2023/WC**
- 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 REQUIREMENTS** : Magistrate Office, Worcester  
: An LLB Degree or a four year recognized legal qualification; Knowledge of the maintenance system, Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance; A valid driver's license. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy 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 APPLICATIONS** : Mr F Steyn Tel No: (023) 342 2325  
: Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.

- FOR ATTENTION NOTE** : Ms L Keyster  
: Persons with disabilities are encouraged to apply.
- POST 21/64** : **MAINTENANCE OFFICER (MR1): REF NO: 2023/76/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 REQUIREMENTS** : Magistrate Pretoria - North  
: An LLB Degree or recognized 4 years' legal qualification; Knowledge of the maintenance system, Maintenance Act and family law matters; Proficiency in the following languages: English and Setswana; Understanding of all services and procedure in the area of Maintenance; A valid driver's licence. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressure. Time manage skills.
- DUTIES** : Key Performance Areas: Perform the powers duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Ensure compliance with disciplinary code; Provide effective people management to the Family Law Section and Maintenance Investigator.
- ENQUIRIES APPLICATIONS** : Ms P Raadt Tel No: (011) 332 9000  
: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6, Johannesburg, 2000.OR Physical address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers, Corner Pritchard and Kruis Street.
- POST 21/65** : **COURT INTERPRETER REF NO: 23/48/FS**  
(This is a re-advertisement: candidates who previously applied should not re-apply as their applications will still be considered)
- SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office, Vrede  
: NQF level 4/ Grade 12; Proficiency in English; Proficiency in one or more indigenous languages; Three months practical experience will be an added advantage; Language Proficiency: Vrede: English, Sesotho, Zulu and Afrikaans. A valid driver's license will be an added advantage. Skills and Competencies: Communication (verbal and written), Listening, Inter-personal relations, Computer literacy (MS word), Planning and Organising, Problem solving and analytical thinking skills; Time management; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render legal interpreting services; Translate Legal Document and Exhibits; Coin Words; Assist with the reconstruction of Courts records; Perform specific line and administrative support functions.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili Tel No: (051) 407 1800  
: Please direct your applications to: The Director HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301