

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	24 July 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 before appointment for all SMS positions. 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.

MANAGEMENT ECHELON

<u>POST 23/29</u>	:	<u>DIRECTOR: MEDIA RESEARCH AND LIAISON REF NO: 23/79/CD</u>
<u>SALARY</u>	:	R1 162 200 – R1 365 411 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA in Communication, Public Relations or relevant qualification; 5 years of experience at middle/senior managerial level within the media research and liaisoning environment; Nyukela certificate (Certificate for Entry into the Senior Management Service from the National School of Government); Extensive knowledge of media fraternity and operations, channels (Social Media, Printed Media and Electronic Media), Media research and liaison with media fraternity, and stakeholder relationships, Branding and reputational management, Government communication strategies and policies; Knowledge and understanding of the Public Service statutory frameworks, Public Finance Management Act (PFMA), Public Service Regulations, Treasury Regulations, Government policy frameworks and initiatives; Knowledge of the Department's core business and operations; Extensive knowledge of corporate identity development and improvement and development of printed publications; Knowledge of external communication, media liaison and media research for an organization/institution/department, understanding of Departmental and Governmental vision and plans to give effect thereto; A valid driver's license. 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.
<u>DUTIES</u>	:	Key Performance Areas: Manage the development and implementation of the comprehensive media strategy for the Department and assess the impact; Manage the provision of media research, monitoring and analysis support for the Department; Manage the development of media content; Manage the development and coordination of the implementation of media campaigns for

ENQUIRIES : the Department; Provide effective people management.
APPLICATIONS : Mr. R. Chauke Tel No (012) 315 1329
: 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.

OTHER POSTS

POST 23/30 : **FAMILY ADVOCATE (LP 7) REF NO: 23/80/KZN**

SALARY : R844 572 – R908 265 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Family Advocate, Pietermaritzburg
REQUIREMENTS : An LLB Degree or recognized four (4) year legal qualification; At least five (5) years appropriate post qualification, litigation experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Good communication (verbal and written); Computer literacy; Litigation; Advocacy; 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 : Ms. N.F Nkosi Tel No: (031) 372 3000
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, 4001

POST 23/31 : **DEPUTY DIRECTOR: SECRETARIAT SUPPORT REF NO: 23/84/DG**

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

CENTRE : National Office: Pretoria
REQUIREMENTS : A Bachelor's Degree/National Diploma (NQF level 6) in Administration, Public Management or equivalent qualification; A minimum of 3 years' experience in Secretariat and Office Support' at managerial (Assistant Director) level; Knowledge and understanding of the prescripts and framework of the department and legislation that deals with Executive support; Understanding of parliamentary rules and administrative procedures. Skills and Competencies: Communication skills; Excellent writing and editorial skills; Problem solving and decision making; Budgeting and financial management skills; Report writing skills; Computer literacy skills; Willingness to work after hours; Planning and Organising skills; Project management.

DUTIES : Key Performance Areas: Provide secretarial support services and monitor implementation of decisions on management committee (MANCO) and EXCO sub-committees; Develop, coordinate secretariat support services and strategic planning to improve corporate secretariat services; Coordinate and monitor the submissions of reports; Provide effective people management.

ENQUIRIES : Mr. S Maeko Tel No: (012) 315 1996
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.

NOTE : People with disabilities are encouraged to apply.

POST 23/32 : **ADMINISTRATIVE OFFICER REF NO: 23/83/KZN**
(This is re-advertisement applicants who previously applied are encouraged to re-apply)

SALARY : R359 517 – R420 402 per annum. The successful candidate will be required

	:	to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the Family Advocate, Durban A three-year National Diploma/A Bachelor's degree in Business Administration at NQF level 6 or related; A minimum of 3 years working experience in administration of which at least 1 year should be at supervisory level/team leader; Knowledge of the Medium-Term Expenditure Framework; A valid driver's license. Skills And Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Good Interpersonal relations; Organizational and leadership skills; Work independently.
<u>DUTIES</u>	:	Key Performance Areas: Execute administrative functions and provide effective management within the office/service point; Provide supply chain management and human resources services to the Family Advocate offices at the service points (Durban & Ntuzuma); Render advice/assistance on a wide spectrum of matters within occupational class context; Compile and submit monthly statistics and expenditure in respect of an office; Manage and control allocated government vehicles and safeguard departmental asset.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M.P. Khoza Tel No: (031) 372 3000 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 4001
<u>POST 23/33</u>	:	<u>ADMINISTRATIVE OFFICER (X3 POSTS)</u> (This is re- advertisement, applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Kagiso Ref No: 2023/84/GP Magistrate Court, Chatsworth Ref No: 23/85/KZN Magistrate Court, Port Shepstone Ref No: 23/84/KZN
<u>REQUIREMENTS</u>	:	Three-year National Diploma in Public Administration / Public Management or equivalent (NQF level 6); 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management, and Risk Management, Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Sound leadership and management skills; Good interpersonal relations; Good communication skills.
<u>DUTIES</u>	:	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 process; Manage the Criminal and Civil Court Administration Section, section related to Family Court, 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.
<u>ENQUIRIES</u>	:	Gauteng: Ms. V Shiburi Tel No: (011) 332 9000 Durban: Ms V. Mlandeliso Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Gauteng: 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; 7 th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg Durban: 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 4001
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 23/34</u>	:	<u>MAINTENANCE OFFICER (MR2) REF NO: 2023/86/GP</u>
<u>SALARY</u>	:	R264 891 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Protea (Springs)
<u>REQUIREMENTS</u>	:	LLB Degree or recognized 4 years legal qualification; At least 1 year appropriate post qualification legal experience; Proficiency in the following languages: English, IsiZulu and Sesotho; Knowledge of Maintenance Act (Act

- 99 of 1998); Understanding of all services and procedure in the area of Maintenance and other relevant areas; A valid driver's license. Skills and competencies: Communication skills (verbal and written); Motivation skills; Loyalty, honest, Ability to work under pressure; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.
- DUTIES** : Key Performance Areas: Perform the 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; Supervise the Family Law Section; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms T Maphoto 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 23/35** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-4 REF NO: 2023/62/GP (X2 POSTS)**
- SALARY** : R294 411 – R647 325 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
: 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 details.
- 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; Interview parties and source references in family law disputes to township and rural areas.
- ENQUIRIES APPLICATIONS** : Ms RR 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 23/36** : **MAINTENANCE INVESTIGATOR REF NO: 2023/82/GP**
(Re-advert: candidates who previously applied need not re-apply)
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Court Johannesburg
: A Grade 12 certificate or equivalent qualification; relevant administrative experience in family law matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication skills (verbal and written); Ability to work with the public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Time management; Facilitation skills; Innovation and ability to work under pressure.
- 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 23/37** : **REGISTRAR (MR1- MR5) REF NO: 23/50/FS**
- SALARY** : R228 915 – R1 005 801 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, Bloemfontein
: LLB or four (4) year recognized legal qualification; A valid drivers' license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numerical skills; Office management, planning and organization skills; Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.
- DUTIES** : Key Performance Areas: Co-ordinate Case Flow Management Support Service to the Judiciary; Process and issue judgements by default; Issue court orders, procedures and practises and all case records in the court country costs periodically; Manage court information relating to civil and criminal section and all case records; Manage tax legal bills of costs and attend to the review which may follow from such taxation. Provide guidance regarding annotation of relevant publications, codes, acts and rules; Co-ordinate written and respond to correspondence. 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 Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301