

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	31 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. 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 Deputy Director: Secretariat Support with Ref No: 23/84/DG (Post No: 23/31) advertised Public Service Vacancy Circular 23 dated 07 July 2023, has been withdrawn. We apologize for any inconvenience caused in this regard.

OTHER POSTS

<u>POST 24/67</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5 –LP6) REF NO: 23/VA52/NW</u>
<u>SALARY</u>	:	R570 921 – R1 308 663 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>	:	Office of The State Attorney - Mahikeng – NW An LLB or 4 year recognised legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A thorough knowledge of legal practice, Office management, Accounting systems and Trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; A valid driver's licence; Skills and Competencies: Computer literacy; Communication skills; Interpersonal relations; Supervisory and mentoring skills; Legal research and drafting; Case flow management; Strategic and conceptual orientation; Project management; Problem solving and conflict management; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Represent the state in Litigation and Appeal in the High Court, Magistrates Court, Labour Court, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice or opinions; Draft legal documents and conduct research; Maintain all records of work performed and provide statistics; Deal with all forms of arbitration, including inter-departmental arbitration register trust and debt collection; Provide conveyancing and notarial services; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	A shortlisted candidates will be required to submit a current certificate of good standing from the relevant law Society and service record.

<u>POST 24/68</u>	:	<u>COURT MANAGER (X2 POSTS)</u> Re-advertisement: candidates who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R527 298 – R617 622 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office, George Ref No: 76/2023/WC (X1 Post) Magistrate Office, Cape Town Ref No: 77/2023/WC (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognised 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 Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applying technology; Budget 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; Computer literacy.
<u>DUTIES</u>	:	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 analyse 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; Manage service level agreements.
<u>ENQUIRIES</u>	:	Ms N Bekwa Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town.
<u>FOR ATTENTION</u>	:	Ms L Keyster
<u>POST 24/69</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT (PERFORMANCE MANAGEMENT) REF NO: 23/82/KZN</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office, Durban
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Development/Human Resource Management / Public Management; A minimum of 3 years' experience in Performance 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.
<u>DUTIES</u>	:	Key Performance Develop and facilitate the implementation of performance management systems; Monitor performance management compliance; Coordinate performance assessments and incentive systems; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms M.P. Khoza Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	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 24/70** : **ADMINISTRATIVE OFFICER REF NO: 23/56/FS**
(Re-advertisement)
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Villiers
- REQUIREMENTS** : 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: People Management; Computer literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem solving skills; Sound leadership and management skills; Good interpersonal relations; Computer literacy.
- DUTIES** : 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, 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.
- ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Director, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 24/71** : **ASSISTANT STATE ATTORNEY (LP3 –LP4) (X3 POSTS)**
- SALARY** : R341 778 – R935 190 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office of The State Attorney – Mahikeng Ref No: 23/VA53/NW (X2 Posts)
Office of The State Attorney: Polokwane Ref No: 52/23/LMP (X1 Post)
- REQUIREMENTS** : An LLB or 4 year recognised legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; A valid driver's licence; Right of appearance in the High Court of South Africa. 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; Supervisory and mentoring skills; Problem solving and conflict management.
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA; 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 Office/Department in matters of arbitration proceedings.
- ENQUIRIES** : Mahikeng: Ms. L. Shoai Tel No: (018) 397 7088
Limpopo: Ms. Mongalo M.P Tel No: (015) 287 2037 or Mr. Maakamedi T.P Tel No: (015) 287 2025
- APPLICATIONS** : **Mahikeng:** 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.
Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 Or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- NOTE** : Shortlisted candidates will be required to submit a current certificate of good standing from the relevant law Society and service record. Coloured, Indian, White and People with disabilities are encouraged to apply. Separate application must be made quoting the relevant reference number.

POST 24/72 : **SOCIAL WORKER / FAMILY COUNSELLOR (GRADE 1) REF NO: 78/2023/WC**

SALARY : R294 411 – R338 712 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Office of The Family Advocate, Cape Town
 : Bachelor's Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP (South African Council for Social Service Profession); 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; Report writing skills; Diversity and conflict management; Attention to detail.

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 recommendations to the best interest of the 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; Conduct inquiries, interview parties and source references in family law disputes at townships and rural areas.

ENQUIRIES APPLICATIONS : Ms T Buttress Tel No: (021) 426 1216
 : 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 NOTE : Ms L Keyster
 : Shortlisted candidates will be required to submit proof of registration with SACSSP and service certificates of appropriate experience in Social Work after registration as Social Worker with SACSSP. Candidates whose name appear on Part B of the Child Register as mandated by Section 123(5) of the Children's Act, 2005 need not apply