

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	07 August 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 25/42</u>	:	<u>DIRECTOR: CONSTITUTIONAL RESEARCH AND REVIEW REF NO: 23/85/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 REQUIREMENTS</u>	:	National Office: Pretoria An undergraduate qualification (NQF Level 7) in Social Science/ Law/ Political Sciences as recognized by SAQA; 5 years' experience at a middle/ senior management in a research environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of Public Finance Management Act, relevant prescripts, Act and regulations within the Justice and Constitutional Development area, human rights developments, frameworks, policies and Constitution of South Africa; Knowledge of relevant research methodologies, protocols and tools. 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 and conduct research on legislation impacting on constitutional democracy, fundamental human rights and constitutional values; Manage the development of research concept documents on constitutional matters; Manage stakeholder relationship to form research partnership with research bodies and tertiary institutions; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. O. Melato Tel No: (012) 315 1351 Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 Building, Pretoria, 0001.

OTHER POST

- POST 25/43** : **SENIOR AUDITOR: GENERAL ASSURANCE REF NO: 23/82/IA**
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office: Western Cape
- REQUIREMENTS** : A Bachelor's Degree/National Diploma (NQF 7) in Internal Auditing, Accounting or equivalent qualifications; A minimum of 3 years' experience in Internal Auditing at a supervisory level; Knowledge of Public Finance Management Act, prescripts regulations within the Justice and Constitutional Development area; Knowledge of IIA Standards, PAIA, Prevention and Combating of Corrupt Activities Act; Understanding of the Constitution of South Africa. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.
- DUTIES** : Key Performance Areas: Provide support in the development of strategic internal audit plans; Provide assistance to the Accounting Officer in order to maintain efficient and affective controls; Conduct performance and general assurance services in the Department; Review, collect information and compile reports to the Accounting Officer and Audit Committee; 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: Human Resource: 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.