

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	14 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 , a CV, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Application that do not comply with the above specifications will be disqualified. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment 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. 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 this position. Women and people with

OTHER POSTS

<u>POST 26/61</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 2023/91/GP</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>	:	State Attorney: Pretoria An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; Knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting, Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. R.R 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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. Shortlisted candidates will be required to submit a current certificate of good standing from the relevant Law Society must accompany the application.

- POST 26/62** : **ASSISTANT DIRECTOR: THIRD PARTY FUNDS (TPF) REF NO: 23/81/KZN**
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Durban
- REQUIREMENTS** : A Degree/Diploma in Financial Accounting/ Management or equivalent qualification at NQF level 7; A minimum of 3 (three) years working experience in a finance environment at supervisory level; Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations, Knowledge of Justice Administered Act, Regulations; GRAP, Financial Instruction and Directives, Knowledge of Departmental TPF system. Skills and Competencies: Planning and organizing, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.
- DUTIES** : Key Performance Areas: Manage sound financial management of the Third – Party Funds (TPF), Provide financial support and advice to Provincial Office and Magistrate Offices in the Province. Provide training and assistance to finance functionaries where the need exists, Provide effective people management.
- ENQUIRIES** : Ms. M.P Khoza 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 26/63** : **FAMILY COUNSELLOR (GRADE 1) (X2 POSTS)**
- 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** : Office of The Family Advocate: Mahikeng Ref No: 23/VA51/NW
Office of the Family Advocate: Rustenburg Ref No: 23/VA55/NW
- REQUIREMENTS** : Bachelor's Degree in Social Work or equivalent qualification which allows for professional registration with the SA Council for Social Service Professions (SACSSP), Proof of registration with SACSSP; Appropriate experience in Social work field after registration with SACSSP; Knowledge and experience in Mediation, Court experience in rendering expert evidence and experience in a Forensic setting.; 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 driver's licence; Skills and Competencies: Computer literacy (MS Word, Excel and PowerPoint); Excellent Communication skills (Verbal and Written); Mediation skills; Interviewing skills; Conflict Resolution; Evaluation and report writing skills; Diversity and conflict management skills; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in care, contact, guardianship, relocation, child abduction and related family law dispute; Evaluate information and compile forensic court reports and make recommendations in the best interest of the Child in family law disputes; Act as an 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 and interview parties and source references in Family law disputes.
- ENQUIRIES** : Ms. L. Shoai Tel No: (018) 397 7088
- APPLICATIONS** : 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.
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 26/64** : **SENIOR COURT INTERPRETER (X2 POSTS)**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE** : Magistrate Protea Ref No: 2023/90/GP, (Re-Advertisement: candidates who previously applied need not re-apply)
- REQUIREMENTS** : Magistrate Johannesburg Ref No: 2023/92/GP
Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and 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: Protea: English, IsiZulu and Sesotho and Language requirements: Johannesburg: English and IsiXhosa; A valid driver's license will be an added advantage. 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: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Perform any other duties that may be assigned in terms of rationalization of office.
- ENQUIRIES APPLICATIONS** : Ms. T. Maphoto Tel No: (011) 332 9000 or 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; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and KrUIS Street; Johannesburg
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 26/65** : **PROVISIONING ADMINISTRATIVE OFFICER: AQUISITION (JYP CALL CENTRE) REF NO: 23/81/CFO**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
An undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management, Public Administration/Business Management/ Management/ Supply Chain Management, Logistic Management, Transport Management; A minimum of 3 years' experience in the Supply Chain Management environment (Demand and Acquisition, Assets, Logistics, Fleet, Contracts) of which 1 year should be at supervisory/team leader level; Knowledge and understanding of Financial Management and regulatory framework/guidelines, prescripts and procedures, the Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Supply Chain Management. skills and competencies: Computer literacy; Communication skills (verbal and written); Creative thinking; Decision making; Report writing; Problem analysis; Self-Management.
- DUTIES** : Key Performance Areas: Rendering guidance on financial and supply chain management prescripts and policies; Log calls from appropriate components to resolve more complex enquires; Render supply chain call-centre services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. C. Msiza Tel No: (012) 315 4754
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.