

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 21 August 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. 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

**POST 27/33** : **DIRECTOR: LANGUAGE SERVICES AND INTERPRETING REF NO: 23/89/CA**

**SALARY** : R1 162 200 – R1 365 411 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria

: An undergraduate qualification (NQF level 7) as recognized by SAQA in Legal Interpreting, Language Practice, Linguistic or relevant qualification; 5 years' experience at a middle/senior managerial level of which 3 years must be in the language and interpreting environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act; Knowledge of Criminal, Civil and family cases, Constitutional law cases, and Policy development. 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; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the provision of language interpretation services in court proceedings; Manage and facilitate the implementation of language policy within the Department; Manage the coordination, reporting and analysis of court interpreting information and translation; Manage the quality assurance for court interpreting and translation services; Manage the development and implementation of Sign language interpreting; Provide effective people management.

**ENQUIRIES APPLICATIONS** : Ms B Musekwa Tel No: (012) 315 1038

: 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 POSTS

- POST 27/34** : **COURT MANAGER (X2 POSTS)**
- SALARY** : R527 298 – R617 622 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Thaba-Nchu Ref No: 23/59/FS (X1 Post)  
Magistrate Office, Kwadukuza Ref No: 23/94/KZN (X1 Post)
- REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES** : Bloemfontein: Ms. N Dywili Tel No: (051) 407 1800  
KwaZulu-Natal: Ms V. Mlandeliso Tel No: (031) 372 3000
- APPLICATIONS** : **Bloemfontein:** 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.  
**KwaZulu-Natal:** 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.
- NOTE** : Separate application must be made quoting the relevant reference number.
- POST 27/35** : **ASSISTANT DIRECTOR: FINANCE (MANAGEMENT ACCOUNTING) REF NO: 2023/87/GP**  
(Re-advertisement: candidates who previously applied need not re-apply)
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: Gauteng
- REQUIREMENTS** : A relevant tertiary qualification in Financial Management at NQF level 7; 3 years relevant supervisory experience; Knowledge and understanding of PFMA, Treasury Regulations and relevant Government regulations and policies; Knowledge and practical experience of Basic Accounting System, Budget process in government and PERSAL Ability to work extended hours, when required; A valid driver's licence. Skills and Competencies: Planning and organising; Ability to work under pressure; Good communication and interpersonal relations; Financial and Supply Chain Management skills; Sound analytical, statistical and problem solving skills; Computer literacy; Creativity and innovative, flexible and highly motivated; Ability to work independently as well as with internal and external clients; Strong leadership and management capabilities; Presentation and facilitation skills.
- DUTIES** : Key Performance Areas: Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Coordinate, review, and analyse the budget preparation process; Coordinate, review, analyse and quality assure the management accounting reporting processes; Manage the operational processes, resources and procedures associated with the management accounting functions.
- ENQUIRIES** : Ms R Moabelo Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 or Physical address 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.

- POST 27/36** : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: 23/83/HR**
- SALARY** : R424 104 - R496 467 per annum. 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 Labour Relations, A minimum of 3 years experience in employee relations work environment at a supervisory level; Knowledge of Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act; Knowledge of Labour Law, Grievance and disciplinary action procedures, investigating and presiding; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel etc.); Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Ability to initiate and plan projects.
- DUTIES** : Key Performance Areas: Facilitate the handling of grievances; Facilitate the handling of misconducts; Facilitate the handling of departmental appeals; Facilitate the handling of rights disputes and labour litigation; Facilitate the departmental collective bargaining and reporting processes; Provide effective people management.
- ENQUIRIES** : Mr. M. Kooko Tel No: (012) 315 1104
- 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.
- POST 27/37** : **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. 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 27/38** : **ADMINISTRATIVE OFFICER REF NO: 23/95/KZN**
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Pietermaritzburg
- REQUIREMENTS** : A National Diploma/Degree 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 (JYP). Skills and Competencies: People Management; Computer literacy (Microsoft packages); Sound leadership and management skills; Good interpersonal relations; Good communication skills.
- 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 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.
- ENQUIRIES APPLICATIONS** : Ms N.F. Nkosi 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
- POST 27/39** : **MAINTENANCE INVESTIGATOR REF NO: 23/97/KZN**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Port Shepstone  
: A Grade 12 certificate; relevant administrative experience and in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license code EB; Knowledge of computer literacy (experience in MS Word and Excel). 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: Manage duties or functions of a Maintenance Investigator for offices under Ugu District in terms of the Maintenance Act; 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 V. Mlandeliso 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.
- POST 27/40** : **SENIOR COURT INTERPRETER REF NO: 23/98/KZN**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Port Shepstone  
: Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum of three years practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages (IsiXhosa and IsiZulu); A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.
- ENQUIRIES APPLICATIONS** : Ms V. Mlandeliso 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.
- POST 27/41** : **LEGAL ADMINISTRATION OFFICER: MR3 – MR5 REF NO: 23/96/KZN**
- SALARY** : R293 847 – 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** : Provincial Office, Durban  
 : LLB degree or 4-year recognized legal qualification; At least two (2) years' appropriate post qualification legal experience; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele, Victim's Charter and Restorative Justice; A valid driver's license; Knowledge on the implementation of legislation affecting vulnerable groups; Skills and Competencies: Computer literacy; Excellent communication skills (both verbal and written); Leadership skills; public education and training; Good interpersonal and inter-cultural relations; Problem solving skills; Ability to analyze statistics; Time management skills; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Manage State losses within the Department; Identify and conduct training of officials dealing with Vulnerable Groups at the courts; Monitor and oversee special projects on Gender, Persons with disabilities and the Elderly; Manage the implementation of legislations aimed at protecting the rights of vulnerable groups; Provide support and oversee the strategic responsibilities in respect of Regional Civil Courts, Sexual Offences Courts, Small Claims Courts, Equality Courts and Restorative Justice; Respond to petitions, representations and complaints from members of the public, civil society and other Government Departments. Manage statutory appointments.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 300  
 : 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 27/42** : **MAINTENANCE OFFICER: MR3 – MR5 REF NO: 23/99/KZN**
- SALARY** : R293 847 – 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 Court, Ubombo  
 : LLB Degree or recognised 4 year legal qualification; At least 2 years appropriate post qualification legal experience; Extensive knowledge of the maintenance system and family law matters. 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 licence. Skills and Competencies: 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 for offices under Zululand District in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders; Provide effective people management.
- ENQUIRIES APPLICATIONS** : 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.
- POST 27/43** : **MAINTENANCE OFFICER (MR1- MR5) REF NO: 2023/47/MP**  
 (This is a re-advertisement, candidates who had previously applied are encouraged to re-apply)
- SALARY** : R228 915 – R 1 005 801 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mashishing Magistrate Office  
 : LLB Degree or a four year recognized legal qualification; Knowledge of the maintenance system and family law matters. Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; Proficiency in the following languages; Afrikaans and English; A valid driver's licence. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication 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.

**ENQUIRIES**  
**APPLICATIONS**

- : Ms KN Zwane Tel No: (013) 753 9367
- : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, Nelspruit, 1200 or 24 Brown Street, 4th Floor Nedbank Centre, Nelspruit, 1200