

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 11 September 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, 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. 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.

OTHER POSTS

POST 30/46 : **DEPUTY DIRECTOR: PROJECT MANAGER: ICT PROGRAMME AND PROJECT MANAGEMENT (INFRASTRUCTURE) REF NO: 23/94/ICT**

SALARY : R811 560 – R952 485 per annum, (all-inclusive remuneration package). 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 Information and Communication Technology; A minimum of 3 years experience at management (Assistant Director) level in ICT Project Management focusing on infrastructure; Knowledge and understanding of ICT project management and monitoring framework, government systems and processes; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Knowledge of ICT Strategic Planning, ICT Business Value Metrics, Information and System Management, Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall Methodologies) with SCRUM processes, PMBOK and Prince 2. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organising; Problem solving and decision making; Team leadership.

DUTIES : Key Performance Areas: Manage the overall initiation, planning, execution, monitoring, controlling and closing of ICT infrastructure projects; Manage the development and implementation of project management strategies and plans for ICT infrastructure projects; Manage the administrative support for ICT infrastructure projects and attend to all related project governance issues; Manage the Service Level Agreement (SLA) of service providers and monitor performance; Prepare progress reports for ICT infrastructure projects to all stakeholders, Manage the human, finance and other resources in the directorate.

ENQUIRIES : Ms. R Sema Tel No: (012) 315 1333

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.

POST 30/47 : **ASSISTANT DIRECTOR: PROJECT COORDINATOR: ICT PROGRAMME AND PROJECT MANAGEMENT BUSINESS APPLICATIONS: REF NO: 23/96/ICT**

SALARY : R424 104 – R496 467 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 Information and Communication Technology; A minimum of 3 years experience as a Specialist in ICT Project Management; Knowledge and understanding of Project Management Framework, ICT Business Value Metrics, Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall Methodologies), PMBOK and Prince 2 Project Management Methodologies, MS Project/EPM Tool; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Treasury Regulations, and Government financial systems and processes. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Interpersonal relations and conflict resolution; Planning and organising; Problem solving and decision making; Team leadership.

DUTIES : Key Performance Areas: Undertake the planning, execution, monitoring and controlling of ICT Business Applications and Infrastructure projects; Monitor, evaluate and report on budgets as project progresses; Manage administrative support to projects; Facilitate project related activities; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr. M Mokoena Tel No: (012) 744 2026
: 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 30/48 : **LEGAL ADMINISTRATION OFFICER - (MR1) (FAMILY AND CIVIL SECTION) REF NO: 23/VA60/NW**

SALARY : R228 915 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Provincial Office – Mahikeng
: An LLB Degree or 4 year recognized legal qualification; A valid driver's license; Knowledge of South African Legal System, and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice; Knowledge and experience in office administration. Skills and Competencies: Legal Research and drafting; Dispute resolution; Project management; Strategic capability and leadership skills; Conflict and knowledge management; Reliability; Excellent Communication (written and verbal); Computer literacy; Compliance management.

DUTIES : Key Performance Areas: Draft legal documents and give legal advice to the Department and other organs of the State; Provide support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, Director Public Prosecution, and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Determine Legal Liability, recover loss and damage to State property and oversee the smooth functioning of dedicated courts in the region; Facilitate implementation of relevant legislation including the Victims Charter and the Restorative Justice National policy Framework; Initiate, plan, implement and conduct community awareness campaigns on legislations administered by the Department.

ENQUIRIES APPLICATIONS : 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 delivery it at 22 Molopo Road, Ayob Gardens, Mafikeng.