

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 16 October 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 this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## MANAGEMENT ECHELON

**POST 35/25** : **SOLICITOR – GENERAL REF NO: 23/111/DG**

**SALARY** : R1 663 581 – R1 871 454 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : An appropriate undergraduate legal qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA; A minimum of 8 years' experience at Senior Managerial level; 5 years must be as a member of the SMS in the Public Service, State Entity or Constitutional Entity; Knowledge of Public Administration and Management, Budget and Public Management; Knowledge and understanding of litigation matters and legal services, management excellence of the legal profession environment and services, Organizational, Departmental and Government vision and give plans to give effect thereto; Knowledge and understanding of Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions (DFI), Public Finance Management Act (PFMA) and related processes and prescripts. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Services Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

**DUTIES** : Key Performance Areas: Oversee, coordinate and manage all litigation in which the State is involved; Manage the development and implementation of policy relating to the functions of the State Attorney Offices and provision of efficient legal service; Represent the State Department at National, Regional and Local Government on litigation matters; Coordinate and manage litigation operations support services for the Office of the Solicitor-General (OSG); Provide effective people management.

**ENQUIRIES** : Mr J Maluleke Tel No: (012) 315 1090

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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.