

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 07 October 2024
- 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. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. 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.
- ERRATUM:** Kindly note that the post of Assistant Director: Translation and Editorial Services (X2 Posts) with Ref No: 24/29/SLA, Post 32/33 advertised in the Public Service Vacancy Circular 32 dated 06 September 2024 with a closing date of 23 September 2024 has the following language requirements: Isizulu/ Isindebele, Centre: National Office, Pretoria/ Cape Town. The following post advertised in the Public Service Vacancy Circular 32 dated 06 September 2024, Office Manager with Ref No: 24/14/LD post 32/25, the requirement of the post should be read as follows: An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Management or Administration We apologize for the inconvenienced caused.
- MANAGEMENT ECHELON**
- POST 34/44** : **SOLICITOR – GENERAL REF NO: 24/64/SG**
(5-Year Renewable Contract)
- SALARY** : R1 741 770 – R1 962 090 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: 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 Management Level; At least 3 years of experience must be as a member of the SMS in the Public Service, State Entity or Constitutional Entity; Admission as an Advocate / Attorney of the High Court; Extensive Experience in litigation, including the litigation of high-profile cases; Knowledge of the Constitutional Law and the different branches of the South African Law; Understanding of the Organisational, Departmental and Government's vision and plans in order to be able to give effect thereto; Knowledge of policy development processes and excellent legal interpretation skills on the impact of court judgements on government litigation, An understanding of the department's strategic intent and direction as well as the core business of the department and its various components; Knowledge of Budgeting, Public Administration and Public Management; Knowledge and understanding of the 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, Provincial and Local Government on litigation matters; Coordinate and manage litigation operations support services for the Office of the Solicitor-General (OSG); Manage human, finance and other resources.
- ENQUIRIES** : Ms A Van Ross Tel No: (012) 315 1094

- 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 or email to DOJ24-64-SG@justice.gov.za.
- POST 34/45** : **CHIEF DIRECTOR: LITIGATION POLICY PLANNING & STRATEGY REF NO: 24/42/SG**
- SALARY** : R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An appropriate legal qualification (NQF level 7) as recognized by SAQA; 8 years' experience in litigation of which 5 years must be at senior managerial level; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the School of Government); Knowledge and understanding of litigation, Organisational, Departmental and Government vision and plans to give effect thereto, policy development, interpretation and impact of court judgements on litigation, the department's strategic intent and direction as well as the core business of the department and of the various components in the Department; Knowledge and understanding of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc. 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: Oversee the management of policy development and implementation; Monitor and evaluate compliance with court decisions and orders; Manage and assess strategic litigation plans; Implement and evaluate risk mitigation strategies to address potential risks associated with litigation against the State; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. J Maluleke Tel No: (012) 315 1090
: 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 email to DOJ24-42-SG@justice.gov.za or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 34/46** : **DIRECTOR: EMPLOYEE RELATIONS REF NO: 24/62/HR**
- SALARY** : R1 216 824 – R1 433 355 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 Labour Relations; 5 years' experience at middle/ senior managerial level in Employee Relation environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc; Knowledge of Labour Relation Act, Employment Equity Act and Basic Conditions of Employment Act. 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; and Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage grievances and employee disciplinary processes; Manage establishment and maintenance of relationships; Manage negotiation processes; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No: (012) 315 1090
: 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 or email to DOJ24-62-HR@justice.gov.za.
- POST 34/47** : **DIRECTOR: INFRASTRUCTURE DELIVERY SERVICES REF NO: 24/41/HR**
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An appropriate undergraduate (NQF level 7) as recognized by SAQA in Built environment; 5 years' experience at a middle/senior managerial level in infrastructure planning/ delivery environment; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of Infrastructure Delivery Management System; Government Immovable Asset Management Act, Occupational Health and Safety Act, Construction Industry Development Board Act and Regulations, Council of Built

Environment Act; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act and Supply Chain Management framework. 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 development and implementation of the construction procurement strategy; Manage the implementation of infrastructure plans and programmes; Monitor the implementation of construction management services; Manage the implementing agencies and service level delivery agreements; Manage human, finance, and other resources.

ENQUIRIES APPLICATIONS : Mr. J Maluleke Tel No: (012) 315 1090
: 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 or email to DOJ24-41-HR@justice.gov.za

POST 34/48 : **DIRECTOR: INFRASTRUCTURE PLANNING REF NO: 24/40/HR**

SALARY : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: An appropriate undergraduate (NQF level 7) as recognized by SAQA in Built Environment or equivalent; 5 years' experience at a middle/senior managerial level in infrastructure planning; Registration as a professional with any relevant Built Environment council will be an added advantage; Knowledge and understanding of Government Immovable Asset Management Act, Occupational Health and Safety Act, Construction Industry Development Board Act and Regulations; Knowledge of Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act. 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 user demand in terms of User Asset Management Plan; Manage infrastructure and property planning projects; Manage built environment professional services in all projects; Manage human, finance and other resources.

ENQUIRIES APPLICATIONS : Mr J Maluleke Tel No: (012) 315 1090
: 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 or email to DOJ24-40-HR@justice.gov.za

POST 34/49 : **DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 24/61/HR**

SALARY : R1 216 824 – R1 433 355 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 Social Work/ Psychology; Registration with the South African Council for Social Service Professions or Health Profession Council of South Africa; 5 years' experience at middle/ senior management level in Employee Health and Wellness environment; Nyukela Certificate (Certificate for entry into the Service Management Service from the National School of Government); Knowledge on Health and Wellness Integrated Strategic Framework in the Public Services; Understanding of all PILIR processes, COID and Occupational Health and Safety Act, counselling and trauma management; Knowledge of Financial Management and regulatory framework/ guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions. 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; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the development and implementation of wellness programmes; Manage the development and implementation of health and productivity interventions; Manage the implementation of HIV, TB and STIs programmes; Manage the coordination and implementation of Safety, Health, Environment and Risk Management (SHER) in the workplace; Manage human, finance and other resources.

ENQUIRIES APPLICATIONS : Mr. J. Maluleke Tel No: (012) 315 1090
: 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 or email to DOJ24-61-HR@justice.gov.za

POST 34/50 : **DIRECTOR: TRIBUNAL AND QUASI JUDICIARY REF NO: 24/59/CA**

SALARY : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An LLB/Social Sciences/Public Management (NQF 7) Degree as recognized by SAQA; 5 years' experience at a middle/senior managerial level; Nyukela Certificate (Certificate for entry into the Senior Management Services from the National School of Government); Knowledge and understanding of Tribunals, Commissions of Enquiry, Committees establishments, court demarcations and local government arrangement and South African Court System; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act; Knowledge of Administration, Statistical and Legal processes. 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; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the provision processes for the establishment and management of quasi judiciary; Manage the provision of legal processes for the establishment of specialized courts; Manage the provision of legal processes for the court demarcations; Provide effective people management.

ENQUIRIES : Mr. S. Kgafela Tel No: (012) 315 1042

APPLICATIONS : 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 or email to DOJ24-59-CA@justice.gov.za

POST 34/51 : **DIRECTOR: JUSTICE ADMINISTERED FUND, FINES AND STATE ATTORNEY MONIES REF NO: 24/63/FMS**

SALARY : R1 216 824 – R1 433 355 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 (NQF level 7) as recognized by SAQA in Financial Accounting/Financial Management/Internal Audit; 5 years' experience at middle/senior management level in financial management environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of Public Audit Act; Knowledge and understanding of the legislative framework Financial Management and the regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, and Public Finance Management Act. 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 administration of various categories of monies on behalf of Third Parties in the Department; Administer and monitor the banking services and electronic payments for the National Office and Provincial Offices; Manage and monitor Justice Administered Fund financial accounting and reporting for the department; Manage and monitor the administration of the Justice Administered Fund Act; Manage and evaluate the possible financial risk (Interest rate risk and Operational risk) to alleviate the fund's exposure to risk; Manage and monitor the development and implementation of administrative processes, guidelines and policies for Justice Administered Fund, Fines and State Attorney Monies; Manage human, finance and other resources.

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

APPLICATIONS : 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 or email to DOJ24-63-FMS@justice.gov.za

POST 34/52 : **DIRECTOR: MUTUAL LEGAL ASSISTANCE AND EXTRADITION REF NO: 24/37/CD**
This is a re-advertisement, applicants who previously applied need not to re-apply

SALARY : R1 216 824 – R1 433 355 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 7) LLB; 5 years' of experience at a middle/senior managerial level in a legal environment; A postgraduate qualification in International Law or

International Relations as recognized by SAQA will serve as an added advantage. Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of South African foreign policies and national interest, international law and relations; Knowledge of criminal, civil law, international law, constitutional law cases and relations; Knowledge and understanding of the Constitution of South Africa; Knowledge of government prescripts, Public Finance Management Act (PFMA), Treasury Regulations and Interpretation of statutes. 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; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the processing and coordination of requests for mutual legal assistance and extradition, enforcement of foreign orders on behalf of the Department; Initiate, facilitate, coordinate negotiations on mutual legal assistance in criminal matters and extradition agreements with foreign countries and relevant entities; Manage the process of reciprocal enforcement of foreign maintenance orders; Represent the department in bi-national and multilateral engagements; Provide effective people management.

ENQUIRIES APPLICATIONS : Ms. MD Modibane Tel No: (012) 315 1668
: 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 or email to DOJ24-37-CD@justice.gov.za

POST 34/53 : **DIRECTOR: CONSTITUTIONAL RESEARCH AND REVIEW REF NO: 24/38/CD**
(This is a re-advertisement - applicants who previously applied need not to re-apply)

SALARY : R1 216 824 – R1 433 355 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) LLB as recognized by SAQA; 5 years' experience at a middle/ senior managerial level. Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of Public Finance Management Act, Prescripts, Act and regulations within the Justice and Constitutional Development area, Human Rights laws; Knowledge and understanding of Human Rights developments, Constitution of South Africa and relevant governance prescripts. 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; Honesty and integrity.

DUTIES : Key Performance Areas: Manage and conduct research on legislation impacting on constitutional democracy, fundamental human rights and constitutional values; Manage and conduct constitutional research and review; Manage and facilitate an enabling environment for research and review in government; Monitor implementation of the constitutional instruments and tools by the three spheres of government; Provide effective people management.

ENQUIRIES APPLICATIONS : Ms MD Modibane Tel No: (012) 315 1668
: 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 or email to DOJ24-38-CD@justice.gov.za.

OTHER POSTS

POST 34/54 : **STATE LAW ADVISOR: LP7-LP8 REF NO: 24/07/LD (X3 POSTS)**

SALARY : R884 268 – R1 459 071 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
: An appropriate LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; Knowledge of the Public Finance Management Act (PFMA); Experience in Constitutional Law and administrative Law; A valid driver's license. Skills and Competencies: Legal research and legislative drafting; Problem solving and decision-making skills; Analytical thinking; Communication skills (written and verbal); Project management skills; Computer literacy; Policy analysis skills; Ability to work under pressure and independently.

DUTIES : Key Performance Areas: Investigate, evaluate and draft new and amend primary and subordinate legislation which has a bearing on the line functions of the Department; Conduct Socio Economic Impact Assessments on primary and subordinate legislation which has a bearing on the line functions of the Department; Assist and advice Parliament Committees in the promotion of legislation; Conduct legal research, draft memoranda, reports and government notices; Evaluate and give inputs on draft legislation prepared by other Departments; Perform other duties allocated by supervisor.

- ENQUIRIES APPLICATIONS** : Mr. M. Mokoena Tel No: (012) 774 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 or email to DOJ24-07-LD@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 34/55** : **DEPUTY DIRECTOR: PROGRAMMES AND PROJECT MANAGEMENT REF NO: 24/57/IDS**
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
 : An NQF level 6 qualification in Project Management/Industrial Engineering as recognized by SAQA; A minimum of 3 years' experience in Project Management environment at management (Assistant Director) level; Knowledge and understanding of Public Service Statutory Framework, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc., Knowledge and understanding of project/programme management techniques and methods; Knowledge of performance evaluation and change management principles. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Coordinate project planning process in line with prescribed project management methodology; Coordinate the end-to end execution of all projects in line with approved project plans; Coordinate capacity building for project teams; Coordinate project/programmes stakeholders relations; Evaluate project outputs and facilitate the implementation of post-closure recommendations.
- ENQUIRIES APPLICATIONS** : Mr S Maeko Tel No: (012) 315 1996
 : 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 or email to DOJ24-57-IDS@justice.gov.za
- POST 34/56** : **DEPUTY DIRECTOR: ACCOUNTS AND SYSTEMS CONTROL REF NO: 24/46/FMS**
- SALARY** : R849 702 – R1 000 908 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) in Financial Management, Financial Accounting, Internal Audit or equivalent as recognized by SAQA; A minimum of 3 years' experience in financial system and reporting environment at managerial (Assistant Director) level; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Frameworks; Knowledge in financial system (BAS and Safety Net). Skills and Competencies: 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 organising; Decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Coordinate and facilitate the implementation of Basic Accounting Systems (BAS); Monitor and maintain supplier data base and suspense accounts; Manage the maintenance of financial records; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. A. Van Ross Tel No: (012) 315 1094
 : 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 or email to DOJ24-46-FMS@justice.gov.za
- NOTE** : Preference will be given to women and people with disability.
- POST 34/57** : **DEPUTY DIRECTOR: LEASE MANAGEMENT REF NO: 24/15/CS**
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
 : An appropriate qualification (NQF level 6) as recognized by SAQA in Property Management or Real Estate; A minimum of 3 years experience in Property Management/Real Estate environment at managerial (Assistant Director) level; Knowledge of fixed Immovable assets, National Building Regulations, Occupational Health and Safety Act, Government Immovable Assets Management Act (GIAMA); Knowledge of Supply Chain Management framework; Knowledge of Property Management; Knowledge and understanding of Financial Management and regulatory framework/ guidelines, Public Service Regulations, Treasury Regulations, Departmental

	Financial Instructions, Public Finance Management Act, Government initiatives and decisions etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.
<u>DUTIES</u>	: Key Performance Areas: Determine and analyze options for acquisition of accommodation to meet the requirements of clients; Develop guidelines, standard operating procedures and implement processes; Coordinate the administration and implementation of lease agreement; Coordinate the administration of Tenant Installation projects; Coordinate the provision of office and accommodation; Coordinate the leasing of State- owned housing portfolio; Manage human, finance and other resources.
<u>ENQUIRIES</u>	: Ms A Van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	: 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 or email to DOJ24-15-CS@justice.gov.za
<u>POST 34/58</u>	: <u>COURT MANAGER (X3 POSTS)</u>
<u>SALARY</u>	: R552 081 – R650 322 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE</u>	: Magistrate Tembisa Ref No: 2024/08/GP Magistrate Krugersdorp Ref No: 2024/06/GP Magistrate Wynberg Ref No: 04/2024/WC
<u>REQUIREMENTS</u>	: 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 Finance 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: Gauteng: Ms. RR Moabelo Tel No: (011) 332 9000 Western Cape: Ms. N Bekwa Tel No: (021) 462 5471
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or Email: Tsmaphoto@justice.gov.za and Email: VShiburi@justice.gov.za Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to DOJ24-04-WC@justice.gov.za
<u>NOTE</u>	: Separate applications must be made quoting the relevant reference number.
<u>POST 34/59</u>	: <u>ASSISTANT DIRECTOR: RESEARCHER REF NO: 24/58/CA</u>
<u>SALARY</u>	: R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: National Office: Pretoria
<u>REQUIREMENTS</u>	: An undergraduate qualification (NQF level 6) as recognised by SAQA, in Public Administration, Social Sciences or relevant qualification; A minimum of 3 years' experience in Research, Statistical environment at supervisory level; Knowledge of Public Finance Management Act, Public Service Regulations and court processes; Knowledge of Legal, Administration and Statistical processes. Skills and Competencies: Strategic capabilities 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; Honesty and integrity.
<u>DUTIES</u>	: Key Performance Areas: Conduct research administration for the special Tribunal; Provide support to administrative processes of the Special Tribunal; Coordinate communication and relationship with the media; Manage human, finance and other resources.
<u>ENQUIRIES</u>	: Mr. S Kgafela Tel No: (012) 315 1042

<u>APPLICATIONS</u>	:	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 or email to DOJ24-58-CA@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 34/60</u>	:	<u>LEGAL ADMINISTRATION OFFICER: (MR3-MR5): LEGAL PROCESS REF NO: 24/25/LD</u>
<u>SALARY</u>	:	R307 659 – R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An LLB Degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of South African legal system, legal practices and related spheres; Knowledge of the Constitution, Criminal Procedure Act and Child Justice Act; Knowledge and experience in Office Administration. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
<u>DUTIES</u>	:	Key Performance Areas: Process requests for Presidential pardon received; Process applications for expungement of a criminal records; Process petitions to refer matters back to trial court in terms of Criminal Procedure Act; Manage stakeholders; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr M Mokoena Tel No: (012) 744 2026
<u>APPLICATIONS</u>	:	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 or email to DOJ24-25-LD@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 34/61</u>	:	<u>MAINTENANCE OFFICER (MR1-MR5): (X4 POSTS)</u>
<u>SALARY</u>	:	R239 673 – R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office, Cape Town Ref No: 07/2024/WC Magistrate Protea (Lenasia) Ref No: 2024/09/GP Magistrate Westonia Ref No: 2024/07/GP Magistrate Mosselbay Ref No: 06/2024/WC
<u>REQUIREMENTS</u>	:	An LLB Degree or a four (4) year recognized legal qualification; Knowledge of the maintenance system, Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance; A valid driver's license. (Westonia): Proficiency in the following languages: English, Xhosa and Sesotho Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy Skills; Interpersonal relations; problem solving skills; Report writing and time management skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Perform the powers, 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; Compile statistics.
<u>ENQUIRIES</u>	:	Western Cape: Mr C Fortuin/ Ms L Mayedwa Tel No: (021) 401 1202/ (044) 693 3113 Gauteng: Ms. RR Moabelo Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Capetown Or email to DOJ24-07-WC@justice.gov.za For Attention: Ms P Paraffin Gauteng: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or Email: TsMaphoto@justice.gov.za and/or DOJ24-06-WC@justice.gov.za
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 34/62</u>	:	<u>COURT INTERPRETER REF NO: 2024/10/GP</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office, Palm Ridge Ref No: 2024/10/GP Magistrate Office, Hopefield Ref No: 05/2024/WC Magistrate Court Bloemhof Ref No: 24/VA05/NW Magistrate Court Rustenburg Ref No: 24/VA06/NW Magistrate Court Molopo Ref No: 24/VA07/NW
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: Gauteng and Bloemhof: Afrikaans and Setswana; Rustenburg and Molopo Magistrate Court: Setswana, English, isiZulu or isiXhosa. Three months Practical experience will be an added advantage; Drivers license will be an added advantage.

Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.

DUTIES

: Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.

ENQUIRIES

: Gauteng: Ms R Moabelo Tel No: (011) 332 9000
Western Cape: Mr D Xegwana Tel No: (022) 482 1121
North West: Ms. L Shoai Tel No: (018) 397 7088

APPLICATIONS

: **Gauteng:** Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 OR Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg E-Mail Address: PRaad@justice.gov.za

Western Cape: Quoting the relevant reference number, direct your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or email to DOJ24-05-WC@justice.gov.za

North West: 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 OR email to MMothabane@justice.gov.za for Bloemhof and TBothole@justice.gov.za for Molopo and Rustenburg.

NOTE

: Separate application must be made quoting the relevant reference number.