

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> obtainable using Microsoft edge or the latest Chrome version or alternatively the address specified in each post.
- CLOSING DATE** : 10 March 2025
- NOTE** : 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.

OTHER POSTS

- POST 07/65** : **DEPUTY DIRECTOR: MAINSTREAMING YOUTH AND PERSONS WITH DISABILITIES REF NO: 25/20/DG**
- SALARY** : R849 702 – R1 000 908 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) in Public Management, Disability Studies, Law, Social Sciences and Public Policy as recognized by SAQA; A minimum of 3 year's experience at management (Assistant Director) level; Knowledge of relevant Legal Frameworks, Constitution and interpretation of statutes; Knowledge and understanding of 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. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Interpersonal skills; Conflict management; Problem solving and decision making skills; Planning and organizing; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Develop programmes for gender mainstreaming, youth and persons with Disabilities; Implement Departmental programmes in line with legislation for the promotion and empowerment of Women, Youth and Persons with Disabilities; Manage the advancement and promotion of empowerment and participation of Women, Youth and Persons with Disabilities; Coordinate and facilitate statutory reporting and compliance; Manage human, finance and other resources.
- ENQUIRIES** : Ms. P Leshilo Tel No: (012) 357 8240

- 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.
- POST 07/66** : **DEPUTY DIRECTOR: GENDER EQUITY AND THE LAW REF NO: 25/22/DG**
- 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 6) as recognized by SAQA in Social Sciences, LLB; A minimum of 3 years' experience at management (Assistant Director) level; Knowledge of relevant Legal Frameworks, Constitution and interpretation of statutes; 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. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Interpersonal skills; Conflict management; Problem solving and decision making skills; Planning and organizing; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Develop interventions for gender equality and women empowerment; Review Departmental policies in line with legislation for the promotion of gender equality for Women, Youth and Persons with Disabilities; Coordinate capacity building on the mainstreaming of programs promoting gender equality and Women, Youth, and Persons with Disabilities empowerment; Coordinate and facilitate statutory reporting and compliance; Manage human, finance and other resources.
- 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.
- POST 07/67** : **ASSISTANT DIRECTOR: MAINSTREAMING YOUTH AND PERSONS WITH DISABILITIES REF NO: 25/21/DG**
- SALARY** : R444 036 – R523 056 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 6) in Public Management, Disability Studies, Law, Social Sciences and Public Policy as recognized by SAQA; 3-5 years' experience of which at least 2 years must be at supervisory level; Knowledge of Government prescripts and court processes; Understanding Public Service Regulations and Public Finance Management Act; Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal skills; Conflict skills; Problem solving skills; Network and building bonds; Planning and organising; Decision making skills; Project management.
- DUTIES** : Key Performance Areas: Coordinate programmes for gender mainstreaming, youth and persons with disabilities; Review Departmental programmes in line with legislation for the promotion and empowerment of Women, Youth and Persons with Disabilities; Advance and promote the empowerment and participation of Women, Youth and Persons with Disabilities; Facilitate statutory reporting and compliance; Provide effective people management.
- 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.

<u>POST 07/68</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 25/18/FMS</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Financial Accounting/Financial Management/Supply Chain Management at NQF level 7 as recognized by SAQA; A minimum of 3 years' relevant experience at a supervisory level in the internal control environment; Knowledge of the Public Finance Management Act (PFMA), Supply Chain Management Framework, National Treasury Regulations, Supply Chain Management acquisition practices. Skills and Competencies: Computer literacy (MS Word, Excel, PowerPoint, Outlook); Planning and organizing skills; Good interpersonal relations; Communication (written and verbal) skills; Ability to work independently in a highly pressurized environment; Creative and analytical skills; Accuracy and attention to detail; Ability to analyse and solve problems; Report writing skills; Presentation and Facilitation skills.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate and assist with the assessment, detection, analysis, rectification and prevention of non-compliance with prescripts (DFI Treasury Regulations, Delegations and PFMA); Maintain the accuracy or correctness of Unauthorized, Irregular, Fruitless and Wasteful Expenditure checklists and Lead Schedules for the Provinces/National Office; Verify that all unauthorized, irregular, fruitless and wasteful expenditure cases are assessed and investigated; Review Departmental policies and procedures to identify and prevent internal control weaknesses; Provide effective people management.
<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.
<u>POST 07/69</u>	:	<u>ASSISTANT DIRECTOR: ASSET VERIFICATION AND ACCOUNTING AND REPORTING (X2 POSTS)</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: Ref No: 25/15/FMS: Asset Verification (X1 Post) Ref No: 25/16/FMS: Accounting and Reporting (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Financial Management/Auditing/Cost Management at (NQF level 7) as recognized by SAQA; A minimum of 3 years' related financial or Asset Management experience at a supervisory level; Knowledge and understanding of the Supply Chain Management Framework, Supply Chain Management acquisition practices and National Treasury Regulations. Skills and Competencies: Budgeting and financial management; Concern of others; Creative thinking; Customer service orientation; Computer literacy (MS Word, Excel, PowerPoint, Outlook, etc); Planning and organizing skills; Research and analytical skills; Communication (written and verbal) skills; Accuracy and attention to detail; Ability to analyse and solve problems; Report writing skills; Presentation and Facilitation skills.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and review the posting of expenditure for all moveable assets (Tangible and intangible assets); Monitor and review the capturing of movable assets in asset management registers; Prepare monthly asset reconciliation and inputs to notes to the interim and annual financial statements (IFS & AFS); Monitor and report on the implementation of the movable asset verification plan; Monitor the implementation and compliance with asset management policy and procedures and other relevant prescripts; Provide effective people management.
<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.

- POST 07/70** : **ASSISTANT STATE ATTORNEY (LP3 - LP4) REF NO: 01/25/LMP**
- SALARY** : R357 843 – R979 059 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : State Attorney: Thohoyandou
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Admittance as an Attorney; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal advice and opinion; Handle all forms of arbitration, including inter-departmental arbitrations and debt collection.
- ENQUIRIES** : Ms. Mongalo M.P Tel No: (015) 287 2037 or Ms Phalane M.R Tel No: (015) 287 2036
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699.
- NOTE** : Shortlisted candidates will be required to submit a current certificate of good standing from the relevant law Society. Coloured; Indian; White and People with disabilities are encouraged to apply.
- POST 07/71** : **PRINCIPAL COURT INTERPRETER REF NO: 25/04/FS**
This is a re-advertisement.
- SALARY** : R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Offices, Welkom
: Grade 12 and National Diploma in Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Five (5) years court interpreting experience with minimum two (2) years supervisory experiences; Proficiency in two or more indigenous languages and English; Language requirements: Sesotho, IsiXhosa, English and Afrikaans; A valid driver's license. 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; Quarterly and annual assessments of interpreters; Procure Foreign Language Interpreters and Casual Interpreters in line with the PFMA.
- ENQUIRIES APPLICATIONS** : Ms N Dywili Tel No: (051) 407 1800/073 775 0709
: Please direct your application to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 Or Physical address: No 108 St Andrew Street, Bloemfontein.
- POST 07/72** : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 25/17/FMS (X4 POSTS)**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An appropriate NQF level 6 in Financial Accounting/Financial Management/ Supply Chain Management as recognized by SAQA; A minimum of 1 year relevant experience in Financial Accounting Management/ Internal Control Environment; Knowledge of Public Finance Management Act (PFMA), Budget Management, Treasury Regulations, Public Service Regulations Acts; Knowledge of Supply Chain Management (i.e BAS and PERSAL). Skills and Competencies: Computer literacy (MS Word, Excel); Planning and organizing skills; Ability to work independently in a highly pressurized environment;

- DUTIES** : Creative and analytical skills; Ability to analyse and solve problems; Communication skills (written and verbal); Good interpersonal relations skills.
- Key Performance Assess and determine of possible unauthorized, irregular, fruitless and wasteful expenditure detected and reported; Review of Departmental Contracts and detection of compliance with prescripts to ensure compliance with Departmental policies and National Treasury Practice notes; Update the unauthorized, irregular, fruitless and wasteful expenditure registers and monitoring the implementation of corrective and disciplinary actions; Verify accurate record keeping, draft assessments and determination reports and presenting reports to management.
- ENQUIRIES** : Ms. A. van Ross Tel No: (012) 315 1094
- 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 07/73** : **SECRETARY REF NO: 25/19/SG**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : Grade 12 (with typing as a subject with Secretarial Certificate or any other training course/ qualification that will enable the person to perform the work satisfactorily); Knowledge of Financial provisioning and / or Administration procedure and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government and relevant legislation. Skills and Competencies: Computer literacy (MS Office); Communication skills (verbally and written); Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Good interpersonal relations and customer service orientation; Ability to correctly interpret relevant documentation.
- DUTIES** : Key Performance Areas: Make travel arrangements, process travel and subsistence claims for the manager and members of the Unit; Render effective and efficient secretarial services; Provide general clerical office administration; Coordinate unit activities inputs and compile various reports; Assist with provisioning requirement of the Directorate; Manage the diary of the Manager.
- ENQUIRIES** : Ms A van Ross Tel No: (012) 315 1040
- 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.