

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<b><u>APPLICATIONS</u></b>	:	Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> obtainable using Microsoft edge or the latest Chrome version or alternatively the address specified in each post.
<b><u>CLOSING DATE</u></b>	:	24 March 2025
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , 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

<b><u>POST 09/20</u></b>	:	<b><u>DEPUTY DIRECTOR: POLICY AND STRATEGY REF NO: 25/24/FLS</u></b> This is a re-advertisement, applicants who previously applied should re-apply.
<b><u>SALARY</u></b>	:	R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification or Diploma (NQF level 6) as recognized by SAQA in Bachelor of Science (BSc), B.Com, LLB and Strategic Planning; A minimum of 3 years' experience at management (Assistant Director) level in Policy and Strategy Management related environment; Knowledge of project management; Law, strategic management, Constitutional law, 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, Public Finance Management Act; Knowledge and understanding of the Constitution, procurement directives and procedures. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Conflict management Planning and organising; Problem solving and decision making; Project management; Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Undertake the implementation of the Masters branch Modernization and digitization strategy; Ensure and render the preparation and coordination of technical procedures and standards; Render and improve the

		development and implementation of policies; Conduct and manage research and the development of programmes; Manage human, financial and other resources.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Qhamakoane Tel No: (012) 357 8591
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>POST 09/21</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEPARTMENTAL PROGRAMME AND PROJECT MANAGEMENT REF NO: 25/28/IDS</u></b>
<b><u>SALARY</u></b>	:	R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF level 6 qualification in Project Management/ Industrial Engineering as recognized by SAQA; A minimum of 3 years' experience in Project Management at supervisory level; Knowledge and understanding of project/ programme management processes and methods, performance evaluation and change management principles, proficiency in programme/ project management software and tools; 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. Skills and Competencies: Applied strategic thinking; Applied 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; Planning and organising; Decision making skills; Project management; Team leadership; Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Facilitate project planning processes in line with prescribed project management methodology in collaboration with Branches; Manage project administrative services of all projects in line with approved project plans; Coordinate capacity building for project teams; Facilitate project/ programmes stakeholder relations; Facilitate the implementation of post-closure recommendations; Manage human, finance and other resources.
<b><u>ENQUIRIES</u></b>	:	Mr. R. Chauke Tel No: (012) 315 1329
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>POST 09/22</u></b>	:	<b><u>HANDYMAN: IMMOVABLE ASSETS REF NO: 25/23/CS</u></b>
<b><u>SALARY</u></b>	:	R155 148 – R182 757 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF level 3 (Grade 10 certificate or equivalent); A minimum of 6 months trade-related experience; Knowledge of Occupational Health and Safety (OHS) National Building Regulations and Building Standard Act Skills; Skills and Competencies: Concern for others; Creative thinking; Citizen service orientation; Decision-making; Diversity citizenship; Organisational communication effectiveness; Report writing; Problem analysis; Self-management; Team membership; Technical proficiency; Good interpersonal.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform general maintenance and repair tasks, including plumbing, electrical, carpentry; Maintain office equipment and furniture; Conduct regular building inspection of facility; Fix or replace defective parts in machinery, doors, windows, walls and structural elements within the building; Safe keeping of maintenance tools and suppliers.
<b><u>ENQUIRIES</u></b>	:	Ms A Van Ross Tel No: (012) 315 1094
<b><u>APPLICATIONS</u></b>	:	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.