

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu
<u>CLOSING DATE</u>	:	31 March 2025
<u>NOTE</u>	:	Obtainable using Microsoft edge or the latest Chrome version or alternatively 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 driver's 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

<u>POST 10/08</u>	:	<u>DEPUTY DIRECTOR: INTERPRETING SERVICES REF NO: 25/30/CA</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An appropriate qualification (NQF level 6)/ Degree as recognized by SAQA in Legal Interpreting & Translation/ Language Practice/ BA in Language/ Journalist or Linguistics; A minimum of 3 years' experience in Court Interpreting environment at management (Assistant Director) level; 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 of Criminal, Civil and Family law cases, Constitutional law cases, Court Operations. 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.

- DUTIES** : Key Performance Areas: Coordinate and manage court interpreting services; Coordinate and manage the court interpreting services Stakeholders; Coordinate and monitor the implementation of court interpreting policies; Coordinate operational efficiency of court interpreting; Manage human, financial and other resources.
- ENQUIRIES** : Ms. MD. Modibane Tel No: (012) 315 1668
- 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 10/09** : **DEPUTY DIRECTOR: MAINTENANCE SERVICES REF NO: 25/29/CA**
- 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 appropriate qualification NQF level 7 in LLB Degree/ B Proc/ B Com Law or B Juris; A minimum of 3 years' experience in Administrative Law/ Civil Law/Criminal law within Justice System at management (Assistant Director) level; 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 Constitutional law cases; Criminal, Civil and family cases, Court Operations, Children's Act and Maintenance Act; A valid driver's license. 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.
- DUTIES** : Key Performance Areas: Facilitate and develop the implementation of Maintenance Services policy, procedure and framework; Facilitate the monitoring and evaluation on implementation of maintenance services procedures; Manage stakeholder relations; Manage human, finance and other resources.
- ENQUIRIES** : Ms. M.D Modibane Tel No: (012) 315 1668
- 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 10/10** : **ASSISTANT DIRECTOR: CRIMINAL ASSETS RECOVERY ACCOUNT (CARA) AND PRESIDENT'S FUND REF NO: 25/25/FMS**
- SALARY** : R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An NQF level 7 in Financial Management/Accounting as recognized by SAQA; A minimum of 3 years relevant experience in Financial environment at supervisory level; Knowledge and understanding of Prevention of Organised Crime Act (POCA), Public Finance Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Budgeting and financial management; Concern for others; Change management; Creative thinking; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity; Presentation and facilitation skills.

- DUTIES** : Key Performance Areas: Administer allocated monies and property as actioned by Cabinet; Monitor allocated monies to ensure effective use of monies; Prepare annual reports and financial statements for the CARA account and President's Fund; Liaise with officials from other Departments regarding proposed decisions of the CARA Committee; Provide effective people management.
- ENQUIRIES** : Ms. A van Roos Tel No: (012) 315 1094
- 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 10/11** : **ASSISTANT DIRECTOR: GUARDIAN'S FUND REF NO: 25/31/FMS**
- SALARY** : R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An (NQF level 7) in Financial Management/Financial Accounting as recognized by SAQA; A minimum of 3 years' experience in a Financial Management/Accounting environment at supervisory level; Knowledge and understanding of the Contract Management framework, Policy Development; Supply Chain Management contract management practices and National Treasury Regulations. 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 organizing; Decision making; Project management; Computer literacy.
- DUTIES** : Key Performance Areas: Provide accounting and technical oversight support; Facilitate system development and processes; Draft Financial Statements and Annual Report that are aligned to Generally Recognised Accounting Practice (GRAP). Perform general management (administration) functions.
- 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: 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 10/12** : **PERSONAL ASSISTANT REF NO: 24/94/LD**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : NQF level 5 in Secretarial Diploma or equivalent qualification of a legal nature will be an advantage; A minimum of 3 years' experience in rendering a support service to Senior Management; Knowledge of financial, provisioning and Human Resource administration procedures and processes; Knowledge of relevant Public Service and Departmental legislation/prescripts/policies and procedures; Knowledge of Office Management; Knowledge of document tracking, storage and retrieval. Skills and Competencies: Communication (verbal and written); Organising skills; Computer skills; Presentation skills; Problem solving and interpersonal relations; Ability to correctly interpret relevant documentation; Ability to do research and analyse documents; Intermediate typing skills.
- DUTIES** : Key Performance Areas: Provides a secretarial/receptionist support service to the Deputy Director-General (Manager); Provides a clerical support service to the Manager; Render administrative support services; Provide support to manager regarding meetings; Provide budget

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administrative support; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manage.

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

: 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.