

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** : 14 April 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 11/28** : **STATE ACCOUNTANT: PARTICIPATORY DEMOCRACY REF NO: 24/83/CD (X4 POSTS)**
(2 Years Contract)
This is a re-advertisement; applicants who previously applied are encouraged to re-apply.
- SALARY** : R308 154 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Financial Management, Financial Accounting, Internal Audit or equivalent as recognized by SAQA; A minimum of 2 years' experience in Finance; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, Division of Revenue Act (DORA); Knowledge of policy development. Skills and Competencies: Computer literacy; Planning and organizing skills; Communication skills (verbal and written); Creative thinking; Customer service orientation; Problem analysis; Interpersonal relations.
- DUTIES** : Implement the project budget forecast and objectives; Collect and consolidate of budget; Support the expenditure process; Capture statistics and generate reports on financial statistics indicating performance; Provide effective people management.
- 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.
- NOTE** : People with disabilities are encouraged to apply
- POST 11/29** : **SECRETARY IN THE OFFICE OF THE CHIEF MAGISTRATE'S OFFICE REF NO: 25/05/FS**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court Welkom
- REQUIREMENTS** : Grade 12 (with typing as subject or Secretarial Certificate); Skills and Competencies:

Planning and organizing; Computer literacy (Microsoft Word, Excel, Power Point and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Literacy; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs).

DUTIES : Key Performance Areas: Provides a secretarial/receptionist support service to the manager. Provides a clerical support service to the manager; Provides support to the manager regarding meetings.

ENQUIRIES : Ms. N Dywili Tel No: (051) 407 1800

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to No 108 St Andrew Street, Bloemfontein.

POST 11/30 : **ADMINISTRATION CLERK: PARTICIPATORY DEMOCRACY REF NO: 24/85/CD**
(2 Years Contract)
This is a re-advertisement; applicants who previously applied are encouraged to re-apply.

SALARY : R216 417 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent; Skills and Competencies: Communication skills (verbal & written); Interpersonal relations; Computer literacy; Numerical skills; Ability to work under pressure and be self-motivated.

DUTIES : Key Performance Areas: Render general clerical support services; Provide financial administration support services in the component; Keep and maintain personnel records in the component; Provide supply chain clerical support services within the component; Provide various administrative duties.

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.