

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria 0001 OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue, Centurion OR Email: OLSOENQUIRIES@JUSTICE.GOV.ZA
- CLOSING DATE** : 22 June 2026
- 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 the application reaches the department, noting the different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) 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.

MANAGEMENT ECHELON

- POST 19/26** : **CHIEF EXECUTIVE OFFICER (CEO): OFFICE OF THE LEGAL SERVICES OMBUD (OLSO) REF NO: 01 /05/26 OLSO 01**
(5 Year Contract)
- SALARY** : R1 554 696 – R1 858 821 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Centurion
- REQUIREMENTS** : Bachelor's degree (NQF level 7) in Public Administration/ Political Science/ Social Science or relevant equivalent qualification; Postgraduate and LLB qualifications will be an added advantage; 5 years' experience at Senior Management level within legal practice environment; Nyukela certificate is required for all SMS positions before appointment (Certificate for Entry into the Senior Management Service from the School of Government); Knowledge of Financial Management and related prescripts; Knowledge of administration, strategy and policy development; Knowledge and understanding of social dynamics related to Office of the Legal Services Ombud (OLSO) mandate; Investigation and litigation; Governance, Contract Law; Knowledge and

understanding of the Ethics of the Legal Profession; Knowledge of the Legal Practice Act; General knowledge of the law and legal practice; Practical knowledge and understanding of investigative approaches methodologies; Knowledge of evidence gathering and leading of evidence techniques and approaches; Practical knowledge and understanding of drafting legal instruments; Practical knowledge and understanding of litigation management processes; Practical knowledge and understanding of interpreting statutes; Knowledge of Public Service Act and Regulations, knowledge of POPIA, PAJA and PAIA; Skills and competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management and Diversity; Knowledge Management; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Honest and Intergrity; Communication.

DUTIES

: Key Performance Areas: Monitor investigations and define complaints investigative scope and process in line with mandate of the Office of the Legal Services Ombud (OLSO); Lead the development of organizational long term and short-term strategies; Oversee the provisioning of stakeholder management services and community outreach programmes; Manage organisational performance by ensuring that OLSO strategic goals and objectives are met; Ensure the provision of organisational risk, anti-corruption and integrity management services; oversee the management of ICT systems to ensure that services rendered to the public are efficient and accessible; create an enabling and conducive environment for the investigations of complaints; manage the development and implementation of corporate related policies; manage and oversee the financial governance of OLSO by preparing budget, expenditure, costing, management reporting and internal control processes for the OLSO; manage human resources, supply chain and asset management and oversee the provision of facilities management services.

ENQUIRIES

: Ms MV Shivuri Tel No: (010) 023 5508