

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	22 May 2023
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to 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 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. 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 for all SMS applicants. 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 15/62</u>	:	<u>SENIOR STATE LAW ADVISER: LP9: REF NO: 23/58/LD</u>
<u>SALARY</u>	:	R1 081 953 – R1 679 754 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	South African Law Reform Commission: Centurion An appropriate LLB Degree or recognized 4 year legal qualification; At least 8 years appropriate post qualification litigation/ advisory experience; Admission as an Attorney or Advocate; Knowledge of the Public Finance Management Act (PFMA); Experience in Constitutional Law and Administrative Law; A valid driver's license. Skills and Competencies: Legal research and drafting; Problem solving and decision making skills; Analytical thinking; Communication skills (written and verbal); Project management skills; Computer literacy; Policy analysis skills; Mentoring and coaching skills; Interpersonal relations; Ability to work under pressure, independently and in a team.
<u>DUTIES</u>	:	Key Performance Areas: Plan and do research, including comparative legal research in respect of the law of South Africa; Develop, improve and modernize the law; Develop recommendations and draft legislation for law reform; Prepare proposal papers, issue discussion papers and reports for law reform; Conduct Socio Economic Impact Assessments on research and legislative proposals; Provide effective people management; Perform other duties allocated by supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Z Cornelius Tel No: (012) 357 8185 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>NOTE</u>	:	People with disabilities are encouraged to apply.

- POST 15/63** : **SENIOR STATE LAW ADVISOR: LP9 REF NO: 23/57/LD (X4 POSTS)**
- SALARY** : R1 081 953 – R1 679 754 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An appropriate LLB Degree or recognized 4 year legal qualification; At least 8 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; Knowledge of the Public Finance Management Act (PFMA); Experience in Constitutional Law and Administrative Law; A valid driver's license. Skills and Competencies: Legal research and legislative drafting; Problem solving and decision making skills; Analytical thinking; Communication skills (written and verbal); Project management skills; Computer literacy; Policy analysis skills; Mentoring and coaching skills; Planning and organizing skills; Interpersonal relations; Ability to work under pressure and independently.
- DUTIES** : Key Performance Areas: Investigate, evaluate and draft new and amend primary and subordinate legislation which has a bearing on the line functions of the Department; Conduct Socio Economic Impact Assessments on primary and subordinate legislation which has a bearing on the line functions of the Department; Assist and advice Parliament Committees in the promotion of legislation; Conduct legal research, draft memoranda, reports and government notices; Evaluate and give inputs on draft legislation prepared by other Departments; Provide effective people management.
- ENQUIRIES** : Mr Z Cornelius Tel No: (012) 357 8185
- 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 15/64** : **COURT MANAGER (X2 POSTS)**
- SALARY** : R527 298 – R617 622 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Lichtenburg Magistrate Court: Ref No: 22/VA39/NW
Magistrate Office: Bethlehem: Ref No: 23/ 27/FS: (This is a re-advertisement: applicants who previously applied are encouraged to re-apply)
- REQUIREMENTS** : An undergraduate National Diploma/ Degree qualification (NQF level 6) as recognized by SAQA in Public Administration/ Management/ Law/ Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment with a minimum of 2 years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management, impact and influence; Planning and organizing; Problem solving; Project management.
- DUTIES** : Key Performance Areas: Coordinate and manage the financial, Human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements; Manage service level agreements.
- ENQUIRIES** : Mahikeng: Ms. L Shoai Tel No: (018) 397 7088
Free State: Ms. N Dywili Tel No: (051) 407 1800
- APPLICATIONS** : **Mahikeng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
Free State: Please direct your applications to: The Director HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

- NOTE** : Separate application must be made quoting the relevant reference number.
- POST 15/65** : **ASSISTANT DIRECTOR: STATISTICAL ANALYSIS AND REPORTING REF NO: 23/52/DG**
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Statistics, Mathematics or equivalent; A minimum of 3 years experience in Statistical Analysis; Knowledge of understanding of computer applications especially spreadsheets, database and operating systems and data collection systems, information analysis and reporting; Ability to operate/ interface with information management technical systems; Knowledge of statistical data management. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel etc.); Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Ability to initiate and plan projects.
- DUTIES** : Key Performance Areas: Develop and maintain collection tools/ methods; Extract and organize raw data; Analyze and interpret raw data; Provide statistical publications, reports, newsletters and presentations; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. O. Melato Tel No: (012) 315 1351
- 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 15/66** : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: 23/51/DG (X2 POSTS)**
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Computer Studies or equivalent; A minimum of 3 years experience in Information Management; Knowledge and understanding of computer applications especially spreadsheets, database and operating systems and data collection systems, information analysis and reporting; Ability to operate/ interface with information management technical systems; Knowledge of statistical data management. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel etc.); Applied strategic thinking; Applying technology; Budgeting and financial management; Research and analytical skills; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict; Planning and organizing; Problems solving and decision making; Project management.
- DUTIES** : Key Performance Areas: Facilitate the development of information management policies and standards; Gather information for the needs of the department; Process data collected; Provide information management support; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. O. Melato Tel No: (012) 315 1351
- 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 15/67** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 23/26/FS**
- SALARY** : R424 104 – R496 467 per annum. The successful candidates will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : Provincial Office, Free State
 : An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management / Public Management; A minimum of 3 years' experience in human resource management environment at supervisory level; Knowledge of PERSAL System, human resource management directives/policies/prescripts. Knowledge and Understanding of Employment Equity Act, Basic Conditions of Employment Act, 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: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc); Research and analytical skills; Strong leadership with strategic capabilities; Budgeting and financial management; Communication and information management; Diversity management; Interpersonal skills; conflict management and problem solving skills; Planning and organizing; Decision making; Project management.
- DUTIES** : Key Performance Areas: Facilitate the administration of attraction, recruitment, selection, appointment and exit of the employees; Facilitate the implementation of employee compensation, general conditions of services, benefits and incentives; Facilitate the administration of human resource related matters for correct implementation of human resource management practice; Compiling various reports in regards recruitment and establishment of the Free State Province. Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr S Ntola Tel No: (051) 407 1800
 : Quoting the relevant reference number, direct your application to: The Director: Human Resources, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
- POST 15/68** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 23/VA40/NW**
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Rustenburg Magistrate Court - NW
 : A National Diploma/Bachelor's Degree in Financial Management (NQF level 6) or equivalent qualification; A minimum of three years' experience in financial accounting / management at supervisory level; Knowledge and proper understanding of the Financial Management framework; Knowledge of Public Finance Management Act (PFMA), Departmental Third Party Fund (TPF) systems, BAS, Supply Chain Management (SCM); budgeting process and National Treasury Regulation; A valid drivers' license. Skills and Competencies: Computer literacy (MS Office with focus on Excel and PowerPoint); Good communication skills (written and verbal); General office and project management; Financial management skills; Exceptional report writing; Good interpersonal relations; Strong analytical skills and assertiveness; Ability to work under pressure and be self-motivated; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Assess financial operations and transactions performed in the district to be in line with prescripts; Identify training needs to ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions and reconcile third party funds; Monitor audit recommendation, action plan and render support to other districts; Monitor and report on effective Supply Chain Management and Assets Management within the district; Provide inputs on any improvements in financial systems, processes and procedures; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. L Shoai Tel No: (018) 397 7088
 : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 15/69** : **SENIOR HUMAN RESOURCE OFFICER REF NO: 31/23/NC/RO**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office Kimberley
 : Grade 12/NQF equivalent Certificate with 3 years' experience in Human Resources in the Public Sector. Extensive knowledge of PERSAL system and

- successful completion of PERSAL introduction and PERSAL Administration Courses. A valid driver's license. Skills and Competencies: Excellent Communication (written and verbal) skills; Computer literacy (Ms Word and Excel), Good interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Implement transactions in respect of Recruitment and Selection, Transfers, Promotions, Probations, Pay/Grade Progression, Appointments, Payment of Casual Interpreters; Maintain post establishment; Deal with Performance Management and Service Benefits enquiries and implement transactions. Provide general administrative support and efficient resource management and administration; Supervise the implementation of Human Resource functions; Check and approve transactions on PERSAL; Provide monthly statistics of HR functional matters and analyze reports; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms DR Kistoo Tel No: (053) 802 1300
: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 15/70** : **MAINTENANCE OFFICER: MR3 – MR5 REF NO: 22/VA38/NW**
- SALARY** : R293 847 – R1 005 801 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Stilfontein Magistrate Court
: LLB Degree or recognised 4 year legal qualification; At least 2 years' post qualification legal experience; Extensive knowledge of the maintenance system and family law matters; Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; Proficiency in the following languages; Setswana, Afrikaans and English; A valid driver's licence. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
- DUTIES** : Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders. Provide effective people management to the Family Law Section and Maintenance Investigator.
- ENQUIRIES APPLICATIONS** : Ms. L. Shoai Tel No: (018) 397 7088
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.