

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 06 March 2023

NOTE : 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. 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 06/110 : **DIRECTOR: LEGAL ADMINISTRATION AND ADVOCACY REF NO: 2023/26/GP**

SALARY : R1 105 383 – R1 302 102 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Provincial Head: Gauteng
: An LLB or appropriate equivalent undergraduate legal qualification (NQF Level 7); 5 years experience at middle/senior managerial level; Nyukela certificate (Certificate for Entry into the Senior Management Service) from the School of Government; Relevant work experience in the field of law, court administration/management environment; In-depth knowledge of International law and relations and understanding of the Constitution; In-depth practical experience in legislative drafting; Knowledge of Constitutional law cases, criminal, civil and family law cases; Knowledge of all relevant government prescripts, including Treasury Regulations. Skills and Competencies: Strategic Capabilities and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication skills (written and verbal); Honesty and Integrity.

DUTIES : Key Performance Areas: Manage the provision of legal administration and statutory appointment; Manage family law services (Maintenance, Child Justice and Intermediary); Manage language and interpreting services in the regions; Facilitate the promotion and awareness of justice related services; Provide effective people management.

ENQUIRIES APPLICATIONS : Gauteng: Ms RR Moabelo Tel No: (011) 332 9000
: Gauteng: Quoting the relevant reference number, direct your application to: The Regional Office Gauteng; Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg.

OTHER POST

- POST 06/111** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) (X2 POSTS)**
- SALARY** : R533 631 – R1 247 166 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Nelspruit Ref No: 23023/12/MP
State Attorney: Polokwane Ref No: 01/23/LMP
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Experience in conveyancing will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide supervision and training to other professional staff.
- ENQUIRIES** : Mpumalanga: MS NC Maseko Tel No: (013) 753 9365
Limpopo: Ms. Mongalo M.P Tel No: (015) 287 2037
- APPLICATIONS** : **Mpumalanga:** Quoting the relevant reference number, direct your application to; Postal address: The Provincial Head, Department of Justice & Constitutional Development; Private Bag X 11249, Nelspruit, 1200 Or 4TH Floor Nedbank Building 24 Brown Street Nelspruit 1200
Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 Or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0700.
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant Law Society must accompany the application.
- POST 06/112** : **COURT MANAGER (X3 POSTS)**
- SALARY** : R491 403 – R578 841 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Praktiseer Ref No: 02/23/LMP
Magistrate: Mahwelereng Ref No: 03/23/LMP
Magistrate: Lulekani Ref No: 04/23/LMP
- 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** : Ms MP Mongalo Tel No: (015) 287 2037 or Ms PM Manyaja Tel No: (015) 287 2026
- APPLICATIONS** : Separate applications must be made for each centre if applying for more than one post. Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0699.
- POST 06/113** : **LAW LECTURER REF NO: 23/15/JC**
- SALARY** : R491 403 – R578 841 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Justice College: Pretoria
- REQUIREMENTS** : LLB or equivalent qualification for the legal specialist subject area; A minimum of 3 years experience; Knowledge of Legal, Constitutional, Linguistic, Mediation and experience in applying formal training methodologies, standard frameworks and tools; The following will serve as an added advantage: An LLM Degree, experience in Curriculum Development, published articles in accredited peer reviewed journals, Assessor and moderator Certificate; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Understanding of Financial and Project Management; Communication (written and verbal) skills; Planning and organizing skills; Problem solving skills; Ability to maintain a high level of confidentiality; Analytical thinking and decision making; Ability to work under pressure and tight deadlines.
- DUTIES** : Key Performance Areas: Provide inputs and update curricula and program material; Provision of training to learners/ trainees as per training programme; Undertake relevant research in specialist subject areas; Conduct Assessment and or Evaluation; Provide guidance and support to students.
- ENQUIRIES** : Ms. P. Leshilo Tel No: (012) 357 8240
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Address: Quoting the relevant reference number, direct your application to: Postal address: 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 Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 06/114** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS (X2 POSTS)**
- SALARY** : R393 711 – R463 364,per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: Gauteng Ref No: 2023/17/GP
Provincial Office: Kimberley Northern Cape Ref No: 16/23/NC/RO
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Social Work/ Psychology and registration with the South African Council for Social Service Professions of Health Professions Council of South Africa; A minimum of 3 years experience in employee health and wellness work environment at a supervisory level; Knowledge on employee Health and Wellness Integrated Strategic Framework in Public Service, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act. 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; Managing interpersonal conflict; Decision making and problem solving; Planning and organizing; Project Management.
- DUTIES** : Key Performance Areas: Coordinate, implement and promote the physical wellbeing (wellness programmes) of individual employees; Implement and promote the psycho-social wellbeing (employee assistance) of individual employees; Promote and implement Work-Life Balance; Conduct and implement health, HIV/AIDS and TB programmes interventions; Coordinate and implement Safety, Health, Environment, and Risk and Quality Management (SHERQ) policy in the work place Provide effective people management.
- ENQUIRIES** : Gauteng: Ms RR Moabelo Tel No: (011) 332 9000

<u>APPLICATIONS</u>	Northern Cape: Mr W Kumalo Tel No: (053) 802 1374 : Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head Gauteng; Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Provincial Head– Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg. Northern Cape: 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, 7 th floor, Kimberley, 8301. Email or faxed applications will not be considered.
<u>POST 06/115</u>	: <u>ASSISTANT DIRECTOR: COURT INTERMEDIARY REF NO: 06/23/LMP</u>
<u>SALARY</u>	: R393 711 – R463 364 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: Limpopo Provincial Office : Three year Bachelor Degree/ National Diploma. Qualification in one of the following fields; teaching, social work/ family counselling, child care and youth development, pediatrics, psychiatry, clinical counselling, educational psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Five (5) years experience in intermediary services of which three (3) years should be at supervisory level; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children’s Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Be fluent in the predominant language(s) of the jurisdictional area of the court. Skills and Competencies: Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses); Social context, trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; and administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.
<u>DUTIES</u>	: Key Performance Areas: Manage and coordinate intermediary services in the cluster; Manage, consolidate and analyze intermediary service information, statistics and reporting; Facilitate and coordinate training and development of court intermediaries; Monitor the maintenance of equipment in courts at testifying rooms and its related resources; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	: Ms Phalane M.R Tel No: (015) 287 2036 : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag x 9526, Polokwane 0700 Or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0699.
<u>POST 06/116</u>	: <u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 23/17/DG (X2 POSTS)</u>
<u>SALARY</u>	: R393 711 - R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: National Office: Pretoria : An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Administration or equivalent; 3 years experience in the monitoring and evaluation at supervisory level; Knowledge of the framework for strategic plan and annual performance plans; Knowledge of the framework for managing programme performance information and other relevant prescripts; Knowledge of policy development; A valid driver’s license. 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 departmental monitoring and evaluation framework and systems; Facilitate the development of evaluation plan; Monitor and facilitate reporting on departmental programmes; Facilitate performance information audit; 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 06/117** : **COURT INTERMEDIARY REF NO: 16/23EC**
- SALARY** : R331 188 - R390 129 per annum. The successful candidate will be required to sign a Performance agreement.
- CENTRE REQUIREMENTS** : Magistrate, Zwelitsha
: Three (3) years Bachelor's Degree/ National Diploma academic qualification in one of the following fields; teaching, Social work/ family counselling, childcare and youth development, pediatrics, psychiatry, clinical counselling, educational psychologist. Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years working experience in the applicable field. Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms, terminology and functions of courts will be added advantages .Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Skills and competencies: Communication and empathetic listening skills (with children, persons with mental disabilities, Older People and other traumatized witnesses); Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Good communication skills (verbal and written); Computer literacy (MS Office); Attention to detail.
- DUTIES** : Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls; Perform any other duties that may be allocated by the Court Manager.
- ENQUIRIES APPLICATIONS** : Mrs. L de Kock Tel No: 043 702 7000 / 7130
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
- POST 06/118** : **PRINCIPAL COURT INTERPRETER REF NO: 18/23EC**
(This post is a re-advertising: candidates who previously applied are encouraged to re-apply)
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate, East London
: NQF Level 4/ Grade 12; National Diploma in Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF5 Level 5; 5 years practical experience as a Court Interpreter with a minimum of 2 years supervisory experience; Proficiency in English and in two or more indigenous languages (preference will be given to languages used in area and sign language); A valid driver's license; Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical Thinking; Problem Solving; Planning and Organizing; Confidentiality.
- DUTIES** : Key Performance Areas: Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Procure Foreign Language Interpreters and Casual Interpreters in line with the PFMA; Provide effective people management); Perform any other duties that may be assigned to in terms of rationalization of office.
- ENQUIRIES** : Ms. N Nghona Tel No: 043 702 7000 / 7138

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200
- NOTE** : Shortlisted candidates may be subjected to a language test before the interview
- POST 06/119** : **INTERNAL AUDITOR: GENERAL ASSURANCE (X4 POSTS)**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office:
Eastern Cape Ref No: 23/21/IA (East London) (X1 Post)
Mpumalanga Ref No: 23/22/IA (Nelspruit) (X1 Post)
Western Cape Ref No: 23/23/IA (Cape Town) (X1 Post)
North West Ref No: 23/24/IA (Mahikeng) (X1 Post)
- REQUIREMENTS** : An appropriate 3-year Degree/National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 1-year experience in Internal Auditing (includes internship/learnership); Knowledge of the Standards for the Professional Practice of Internal Auditing (SPPIA) set by the Institute of Internal Auditors (IIA); Knowledge of the Public Financial Management Act (PFMA), Knowledge of other Public Sector regulatory policies, procedures, rules and regulations. Skills and Competencies: Communication skills (verbal and written); Financial management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.
- DUTIES** : Key Performance Areas: Conduct risk assessments and Prepare audit programmes together with the Senior Auditor//Audit Manager; Conduct audit assignments in accordance with the audit methodology; Gather adequate component, relevant and useful audit evidence; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit activities.
- ENQUIRIES** : Mr. O Melato Tel No: (012) 315 1351
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: 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.
- NOTE** : People with disabilities are encouraged to apply. Note: Separate applications must be made quoting the relevant reference
- POST 06/120** : **FAMILY COUNSELLORS/SOCIAL WORKERS (GRADE 1) (X2 POSTS)**
- SALARY** : R269 301 – R312 189 per annum, (Salary will be determined in accordance with experience as per OSD determination).The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate: Vosman Ref No: 2023/14/MP
Family Advocate: Nelspruit Ref No: 2023/34/MP
- REQUIREMENTS** : Bachelor's Degree in Social Workers or equivalent qualification which allows for professional registration with SA Council for Social Service Professions (SACSSP); Registration as Social Worker with SACSSP; Knowledge and experience in Mediating; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act. Children's Act Maintenance Act and Domestic Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication (verbal and writing skills); Mediation, interviewing, conflict resolution, and evaluation, Diversity and conflict management; Attention to details.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate.
- ENQUIRIES** : MS BL Hlabane Tel No: 013- 101 3720
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit.

<u>NOTE</u>	:	The successful candidate will relief in other service offices in the province when there is an operational need; Shortlisted candidates will be required to submit proof of registration with SACSSP and Service certificates of appropriate experience in Social Work after registration as Social Worker with SACSSP. Candidates whose name appears on Part B of the child Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not to apply.
<u>POST 06/121</u>	:	<u>HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE PLANNING & EMPLOYMENT EQUITY REF NO: 2023/19/GP</u>
<u>SALARY</u>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Gauteng An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/Industrial and Organisational Psychology; A minimum of 1 year work experience in human resource planning and employment equity work environment. Skills And Competencies: Creative Thinking; Behavioural Indicators; Customer service orientation; Problem analysis; Self-management; Team Membership; Technical Proficiency; Personal Attributes.
<u>DUTIES</u>	:	Key Performance Areas: Administer and promote the implementation of HRP processes and frameworks; Implement and promote the Employment Equity (EE) policy and plan; Coordinate Provincial inputs for submission to management at a provincial level.
<u>ENQUIRIES APPLICATIONS</u>	:	MS P Raadt Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: The Provincial Office Gauteng; Private Bag X6, Johannesburg, 2000 Or Physical address: 7th floor; Provincial Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and KrUIS Street; Johannesburg
<u>POST 06/122</u>	:	<u>HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: 2023/20/GP</u>
<u>SALARY</u>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Head: Gauteng An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/ Human Resource Development/ Public Management; A minimum of 1 year work experience in performance management environment. Knowledge of Performance Management Systems. Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Organizing skills; Analytical and decision-making skills; Computer literacy (Ms Word, Excel and PowerPoint); Communication skills (verbal and written); Creative Thinking; Customer Service Orientation; Problem Analysis; Team Membership; Technical Proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Administer performance management system; Administer implementation of incentive systems; Administer and maintain records; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	MS T Maphoto Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: The Provincial Office Gauteng; Private Bag X6, Johannesburg, 2000 Or Physical address: 7th floor; Provincial Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and KrUIS Street; Johannesburg.
<u>POST 06/123</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 17/23EC</u> Re-advertisement: applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R269 214– R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate, Butterworth

- REQUIREMENTS** : Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and minimum of three years practical experience in court interpreting OR Grade 12 and with ten (10) years practical experience in court interpreting; Proficiency in English and two or more indigenous languages (preference will be given to languages used in area and sign language); Driver's license will be an added advantage; NB: Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Perform any other duties that may be assigned in terms of rationalization of office.
- ENQUIRIES APPLICATIONS** : Mrs. L de Kock Tel No: 043 702 7000 / 7130
- NOTE** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
- NOTE** : Shortlisted candidates may be subjected to a language test before the interview
- POST 06/124** : **SENIOR COURT INTERPRETER REF NO: 21/23EC**
Re-advertisement: candidates who previously applied are encouraged to re-apply
- SALARY** : R269 214– R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate, Port Elizabeth
- CENTRE REQUIREMENTS** : Grade 12 and National Diploma in Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and a minimum of three years practical experience in court interpreting OR Grade 12 with ten (10) year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical Thinking; Problem Solving; Planning and Organizing; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop Technology; Assist with the reconstruction of Court Records; Perform Specific Line and administrative Support functions; Provide effective people management to Interpreters.
- ENQUIRIES APPLICATIONS** : Mrs. L de Kock Tel No: 043 702 7000 / 7130
- NOTE** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
- NOTE** : Shortlisted candidates may be subjected to a language test before the interview
- POST 06/125** : **SENIOR COURT INTERPRETER REF NO: 23/12/FS**
Re-advertisement: candidates who previously applied are encouraged to re-apply)
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Bloemfontein
- CENTRE REQUIREMENTS** : Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and minimum of three years practical experience in court interpreting OR Grade 12 with ten (10) year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages; Language requirements: English, Afrikaans, IsiXhosa, IsiZulu and Sesotho. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop Technology; Assist with the reconstruction of Court Records; Perform specific line and administrative support functions; Provide effective people management
- ENQUIRIES** : Ms NN Dywili Tel No: (051) 407 1800

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director: HR, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.
- NOTE** : Shortlisted candidates may be subjected to a language test before the interview
- POST 06/126** : **CHIEF ADMINISTRATION CLERK REF NO: 23/10/FS**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate’s Office: Bloemfontein
- REQUIREMENTS** : Grade 12 certificate or equivalent; A minimum of 3 years experience in administration; Skills and Competencies: Computer literacy (MS Office, MS Excel & PowerPoint); Good Communication (verbal and written); Good interpersonal relations and problem-solving skills; Ability to work under pressure and work independently.
- DUTIES** : Key Performance Areas: Render general clerical support services; Provide Supply Chain clerical support services within the component. Supervise and provide personnel administration services within the Court/Cluster. Supervise and provide financial administration support services in the Court/Cluster. Provide various reports as and when required.
- ENQUIRIES** : Ms. N Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.
- POST 06/127** : **STATE ACCOUNTANT-TPF REF NO: 23/ 06 /FS**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: Bloemfontein
- REQUIREMENTS** : 3 years Degree/National Diploma (NQF Level 6) in Finance or equivalent, with accounting as a major subject. A Minimum of three (3) years in financial environment of which at least one (1) year should be at supervisory level or as team leader; Sound knowledge of Financial Management and PFMA Treasury regulations; Knowledge of Justice Administered Fund Act, Regulations, Financial Instructions and Directives; Knowledge of other departmental directives, such as Departmental Financial Instructions(DFI),Standard Operating Procedures(SOPS),etc.; Knowledge of Departmental Third Party Fund systems; A Valid Driver’s license. Skills and Competencies: Computer literacy (MS Word, Excel and Outlook); Good communication (written and verbal) skills; Ability to work under pressure; Analytical skills; Facilitation and minutes taking skills. Attention to details.
- DUTIES** : Key Performance Areas: Compile reconciliations and exception report; Monitor, inspect and report exceptions on open items; Provide Support to all Courts in the Province to ensure compliance in terms of prescripts and policies; Prepare all Courts within the Province with TPF year-end closure; Gather, validate and submit all TPF Annual and interim Financial Statements inputs as well as PERSAL implementations; Assist all courts within the province to ensure proper TPF document management; Identify training and on-site support needs and provide training in the Province; Assist with Audit Readiness and Audit Action planning and reporting.
- ENQUIRIES** : Ms N Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director: HR, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.
- POST 06/128** : **MAINTENANCE OFFICER (MR1 – MR5) (X2 POSTS)**
- SALARY** : R207 429 – R525 747 per annum (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Mount Frere (The successful candidate will also be required to work at other offices in the Alfred Nzo district) Ref No: 22/23EC
Magistrate Thohoyandou Ref No: 08/23/LMP
- REQUIREMENTS** : LLB degree or recognized 4-year legal qualification; A valid driver’s license; Basic knowledge and understanding of legal research principles; Basic

- understanding of drafting legal documents that provides clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation. Skills and Competencies: Communication skills (written and verbal); Motivational skills; Loyalty; Ability to work under pressure; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.
- DUTIES** : Key Performance Areas: Manage duties or functions of a Maintenance Officer; 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.
- ENQUIRIES** : Eastern Cape: Mrs. L de Kock Tel No: 043 702 7000 / 7130
Limpopo: Mr Lamola V.M Tel No: (015) 287 2147
- APPLICATIONS** : **Eastern Cape:** Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200
Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 Or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0700.
- POST 06/129** : **COURT INTERPRETER REF NO: 20/23EC**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, East London
- REQUIREMENTS** : NQF level 4 / Grade 12; Proficiency in English and one or more indigenous languages (preference will be given to languages used in area and sign language); A valid driver's license will be an added advantage. Skills and Competencies: Good communication (written and verbal); Ability to maintain interpersonal relations; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Record cases in criminal record book; File records of cases disposed of; Draw case records on request of the Prosecutors; Magistrate, Principal Court Interpreter and Court Manager; Translate legal documents and documentary exhibits used in court; Perform any other duties that may be assigned to in terms of rationalization of office.
- ENQUIRIES** : Mrs. De Kock Tel No: 043 702 7000 / 7130
- APPLICATIONS** : Applications must be hand delivered at the Magistrate, East London or post the application to The Provincial Head: Department of Justice; Private Bag X9065; East London; 5200.
- NOTE** : Shortlisted candidates will be subjected to a language test before the interview.