

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 12 June 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](http://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 when shortlisted. 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 18/37** : **HEAD: JUSTICE COLLEGE/CHIEF DIRECTOR REF NO: 23/69/JC**

**SALARY** : R1 371 558 – R1 635 897 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office: Pretoria  
An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Management/Education/Human Resource Development/Training Management; 5 years' experience at senior managerial level in a training environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of education, training and development regulatory framework and policies, Human Resources Development strategy and skills development, assessment and evaluation, curriculum development and quality assurance; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act (PFMA). Skills and Competencies: Strategic capability and leadership; Project and programme 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.

**DUTIES** : Key Performance Areas: Oversee and manage the development of strategies and frameworks for all training programmes for the College; Oversee and manage the provision and delivery of all training programmes for the College; Oversee and manage the development and production of research, innovation and knowledge; Oversee the administration and learner support services; Provide effective people management.

**ENQUIRIES APPLICATIONS** : Mr. C Msiza Tel No: (012) 315 4754  
Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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.
<b><u>NOTE</u></b>	:	Women and people with disabilities are encouraged to apply.
<b><u>POST 18/38</u></b>	:	<b><u>CHIEF DIRECTOR: COMMUNICATION MANAGEMENT REF NO: 23/68/DG</u></b>
<b><u>SALARY</u></b>	:	R1 371 558 – R1 635 897 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria An undergraduate qualification (NQF level 7) in Journalism, Marketing and Branding, Communications and Public Relations; 10 years' experience at senior managerial level of which 5 years must be in Communication environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of external communication, media liaison and media research for an organization/institution/department, management of high-level community outreach and external events management (including Ministerial events), Corporate identity development and improvement, development of printed publications; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, Government initiatives and decisions, etc; Skills and Competencies: Strategic capability and leadership; Project programme and 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.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the strategic internal communication; Manage the provision of strategic media service to build trust and confidence; Manage departmental strategic Ministerial and departmental external events; Manage the development and implementation of Communication Policy, Framework and Strategies; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. R Chauke Tel No: (012) 315 1329 Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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.
<b><u>NOTE</u></b>	:	Women and people with disabilities are encouraged to apply.
<b><u>POST 18/39</u></b>	:	<b><u>DIRECTOR: SOCIAL JUSTICE REF NO: 23/61/CD</u></b>
<b><u>SALARY</u></b>	:	R1 162 200 – R1 365 411 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria An NQF level 7 qualification as recognized by SAQA in Social Science, Law or Political Sciences; 5 years experience at a middle/senior managerial level in a Social Justice and/or Human Rights environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of National Action Plan (NAP) to combat racism, racial discrimination, xenophobia and related intolerance; Knowledge of Public Service Regulations, the Constitution of South Africa, Human Rights, Social Justice and anti-discrimination issues; A valid driver's license will be an added advantage. Skills and Competencies: Strategic capability 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.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the implementation and coordination of the National Action Plan to combat racism, racial discrimination, xenophobia, and related intolerance (NAP) policy framework; Manage the promotion and advocacy of the NAP to eliminate racism, racial discrimination, xenophobia, and related intolerance, including its gender-based manifestations; Manage and coordinate research on the nature, causes and manifestations of racism and discrimination in both public and private spheres; Manage and maintain partnerships with key stakeholders to ensure effective implementation of the NAP and maintain directory of service providers; 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 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.

**OTHER POSTS**

**POST 18/40** : **MANAGER: COMPLAINTS AND INVESTIGATIONS REF NO: 5/05/03 OLSO (X5 POSTS)**  
 (3 Years Contract Appointment)

**SALARY** : R811 560 - R952 485 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Legal Service Ombud: Cape Town (X2 Posts) and Centurion (X3 Posts)  
 : An LLB Degree/ four year Law Degree as recognized by SAQA; Minimum of 3 years' experience post qualification in the Legal Services field; Admission to Legal Practice Council and in good standing; Knowledge of the Legal Practice Act; Practical knowledge and understanding of assessment as well as investigative approaches and methodologies; Practical knowledge and understanding of drafting legal instruments, litigation management processes and interpreting statutes. Skills and Competencies: Computer literacy; Strategic capability and leadership; Case-flow management; Financial skills; Information and knowledge management; Project management; Service delivery innovation; Legislative drafting; Presentation and facilitation; Ability to analyse and develop policies; Communication skills (written and verbal).

**DUTIES** : Key Performance Areas: Provide complaints assessment services, determine requirements and present the outcome to the relevant Committee. Investigate complaints, provide report and advise on remedial actions to the Committee and monitor the investigations thereof. Provide legal advisory services on contracts and service level agreements correspondence. Draft and review legal opinions, Manage litigation matters on behalf of OLSO; Conduct legal research and knowledge management; conduct of disciplinary committees and appeal tribunals of the LPC; Develop and review policy guidelines and procedures for assessment operations and investigation/monitoring operations.

**ENQUIRIES APPLICATIONS** : Ms. MV Shivuri Tel No: (010) 023 5508  
 : 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.

**POST 18/41** : **SENIOR AUDITOR: INTERNAL AUDIT REF NO: 23/56/IA**

**SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Regional Office: East London  
 : An appropriate three-year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting as recognized by SAQA; A minimum of 3 years' experience in Internal Auditing at supervisory level; Studying towards a relevant professional qualification; Knowledge and understanding of audit business research and risk assessment; Candidates must be conversant with auditing and accounting standards; A valid driver's license. Skills and Competencies: Communication skills (verbal and written): Financial management; Computer literacy; 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: Participate in the development of the three-year strategic risk based audit plans and annual audit operational plan; Develop findings and recommendations for the enhancement of controls/processes; Conduct, compile and review audit report for each engagement; Monitor progress on audit projects and implementation of agreed action plans; Provide effective people management.

**ENQUIRIES APPLICATIONS** : Mr S Maeko Tel No: (012) 315 1996  
 : 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 18/42** : **ASSISTANT MANAGER: FINANCE REF NO: 5/5/23 OLSO**  
(3 Years Contract Appointment)
- SALARY** : R424 104 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Legal Services Ombud: Centurion  
: A National Diploma (NQF 6)/ Bachelor's Degree in Financial Management or relevant equivalent qualification; A minimum of three (3) years relevant experience in Financial Management; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, financial management, cash and accrual accounting standards, planning and budget procedures in the public sector, as well as revenue and cash management experience; Knowledge of BAS, LOGIS and PERSAL systems; A valid driver's license. Skills and Competencies: Good communication and interpersonal relations; Financial and Supply Chain Management skills; Sound analytical, statistical and problem solving skills; Computer literacy; Creativity, innovative, flexibility and highly motivated; Ability to work independently; Ability to work under pressure; Strong leadership and management capabilities; Organising, presentation and facilitation skills. Knowledge of financial and administrative functions, including risk, internal controls, financial reporting and record keeping.
- DUTIES** : Key Performance Areas: Process payments and travel and subsistence claims; Compile financial reporting inputs on a regular basis; Verify and register all suppliers on departmental financial systems; Provide petty cash to managers and update payment documents (batch/document control); Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and resource management. Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms MV Shivuri Tel No: (010) 023 5508  
: 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.
- POST 18/43** : **LEGAL ADMINISTRATIVE OFFICER (MR 1 – MR 4): REF NO: 44/23/LMP**
- SALARY** : R228 915 – 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** : Provincial Office - Limpopo  
: An LLB Degree or 4 year recognized legal qualification; Appropriate post qualification legal experience; Knowledge of legislation on promotion and protection of human rights; Knowledge of the South African Constitutional Law, Administrative Law, Interpretation of Statutes, Civil Litigation and Intergovernmental Relations Framework; Provision of the Legal Opinions; A valid driver's license. Skills and Competencies: Legal Research; Interpersonal skills; Dispute Resolution; Report writing, Project management; Computer literacy; Legal drafting Skills.
- DUTIES** : Key Performance Areas: Draft legal documents and give legal advice on the legislation relating to Vulnerable Groups; Respond to petitions, Manage complaints from civil Society and other Government Departments on issues and legislation relating to Vulnerable Groups; Manage and liaise with various stakeholders in the Justice Crime Prevention and Security cluster; Facilitate Public Education on Vulnerable Groups legislation; Coordinate the implementation of relevant legislation relating to promotion and protection of human rights; Provide secretariat support in the different Forum established to enhance effective implementation of various Legislation relating to Vulnerable Groups.
- ENQUIRIES APPLICATIONS** : Ms Mongalo M.P Tel No: (015) 287 2037  
: Ms. Manyaja P.M Tel No: (015) 287 2026  
: 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 Regional Office, 92 Bok Street, Polokwane, 0700.

- POST 18/44** : **ADMINISTRATIVE CLERK: PROVINCIAL COORDINATION REF NO: 5/5/23**  
**OLSO (X2 POSTS)**  
(3 Years Contract Appointment)
- SALARY** : R202 233 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Legal Services Ombud: Cape Town (X1 Post) and Centurion: (X1 Post)
- REQUIREMENTS** : A Grade 12; Auxiliary and Administrative support experience; Knowledge of clerical duties, Knowledge of working procedures in terms of the working environment. Skills and Competencies: Computer literacy; Good communication skills; Planning and organising skills; Interpersonal skills. Communication skills (verbal & written); Interpersonal relations; Ability to work under pressure and be self-motivated; Attention to details.
- DUTIES** : Key Performance Areas: Provide catering support services; Keep stock of kitchen; utensils and equipment; Maintain quality control measures of all food provided; Provide supply chain clerical support services within the component; Keep and maintain personnel records in the component; Provide various administrative duties.
- ENQUIRIES** : Ms MV Shivuri Tel No: (010) 023 5508
- 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.