

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 26 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.

## OTHER POSTS

**POST 20/191** : **EXECUTIVE OFFICE ADMINISTRATOR IN THE OFFICE OF THE OMBUD**  
**REF NO: 5/5/23 OLSO**  
(3 Years Contract Appointment)

**SALARY** : R527 298 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Legal Services Ombud: Centurion

**REQUIREMENTS** : National Diploma at NQF level 6 in Administration. A minimum of 3 years' experience in executive support.; Knowledge of the relevant Public Service legislation and Legal Practice Act; Knowledge and understanding of financial, provisioning and procurement prescripts and procedures; Knowledge and understanding of OLSO operational policies and procedures, Stakeholder management. Skills and Competencies: Communication (verbal and written); Computer literacy; Problem-solving; Planning and organizing; Project management; Financial management skills; Report writing skills; Administrative skills Good interpersonal relations; Attention to details; Ability to work independently.

**DUTIES** : Key Performance Areas: Provide Executive Secretarial/receptionist support; Provide administrative support services; Co-ordinate events and meetings on behalf of the Office of the Ombud. Attend to enquiries and assist in drafting correspondence. Compile reports and analyze statistics for submission to the office of the Ombud. Manage finance and procurement of goods and services of the Office of the Ombud.

**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.

**POST 20/192** : **STATE ACCOUNTANT: BUDGET PLANNING REF NO: 23/38/CFO**

**SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required

	:	to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria A relevant Degree/National Diploma in Financial Management and Accounting at (NQF level 6) as recognized by SAQA; A minimum of 2 years' experience in Finance Management and Accounting; 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 (Ms Office and MS Excel); Good communication (written and verbal); Planning and organizing skills; Strong leadership and management capabilities; Ability to work under pressure and self-motivated; Analytical skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Prepare the Medium-Term Expenditure Framework (MTEF) inputs for the Branches; Prepare the Estimates of National Expenditure (ENE) inputs for the Branches; Prepare the Adjustment Estimates of National Expenditure (AENE) inputs for the Branches; Manage year end virements; Compile and capture journals for misallocations; Prepare monthly expenditure reports for Branches.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. J. Maluleke Tel No: (012) 315 1090 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.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged apply
<b><u>POST 20/193</u></b>	:	<b><u>OFFICE ADMINISTRATOR IN THE OFFICE OF THE DIRECTOR REF NO: 05/03/23 - OLSO</u></b> (3 Years Contract Appointment)
<b><u>SALARY</u></b>	:	R294 321 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Legal Services Ombud: Centurion National Diploma at NQF level 6 in Administration. A minimum of 3 years' experience in executive support supplemented with good administrative skills; Knowledge and understanding of financial, provisioning and procurement prescripts and procedures; Knowledge of government policies in general; Knowledge and understanding of OLSO operational policies and procedures. Skills and Competencies: Communication (verbal and written); Computer literacy; Problem-solving; Planning and organizing; Project management; Report writing skills; Good interpersonal relations; Attention to details; Ability to work independently.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide Secretarial/receptionist support; Provide clerical support; Provide administrative support services; Co-ordinate events and meetings on behalf of the Office of the Ombud. Attend to enquiries and assist in drafting correspondence.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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
<b><u>POST 20/194</u></b>	:	<b><u>GENERAL ADMINISTRATOR: CONTACT CENTRE REF NO: 5/5/23 OLSO (X2 POSTS)</u></b> (3 Years Contract Appointment)
<b><u>SALARY</u></b>	:	R241 485 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Legal Services Ombud: Pretoria (X1 Post) Cape Town (X1 Post)
<b><u>DUTIES</u></b>	:	Grade 12; Administrative support experience; Knowledge of clerical duties; Knowledge of working procedures in terms of the working environment; A valid driver's license. Skills and Competencies: Communication (verbal and written); Computer literacy; Problem-solving; Planning and organizing; Project management; Financial management skills; Report writing skills; Good interpersonal relations; Attention to details; Ability to work independently.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide registry services; Render general clerical support services; Provide supply chain clerical support services within the Unit;

Provide personnel administration clerical support services; Provide financial administration support services; Provide driver messenger services. Co-ordinate events and meetings on behalf of the Office of the Ombud. Attend to enquiries and assist in drafting correspondence.

**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.

#### **INTERNSHIP PROGRAMME 2023/2025**

*The Department of Justice and Constitutional Development (DOJ&CD) invite all the unemployed graduates to apply for Departmental Graduates Programme to gain workplace experience in the field of study illustrated below. Applicants must clearly state the Post and Reference number. Details of the Internship Programme are provided below.*

**NOTE** : Interested unemployed South African graduates, with a tertiary qualification in the below-mentioned field of study, who has not previously participated in any internship programme may apply. Applicants must be willing and able to find their own accommodation considering that they will not earn a salary but only a stipend.

#### **OTHER POST**

**POST 20/195** : **GRADUATE INTERNSHIP – LEGAL SERVICES REF NO: NOGI (X4 POSTS)**  
Duration: 24 Months

**STIPEND** : R6 239 per month  
**CENTRE** : National Office: Legislative Development  
**REQUIREMENTS** : Bachelor of Laws (LLB)  
**ENQUIRIES** : Ms. Samantha Fisher Tel No: (012) 315 4843 or Mr. Tokelo Moja Tel No: (012) 315 4847  
**APPLICATIONS** : Direct your application using the address indicated below: National Office: Address: Private Bag X81, Pretoria, 0001 or Hand deliver to 329 Pretorius Street, C/o Pretorius and Sisulu Street, Pretoria, 0001