

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 04 September 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 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 29/64 : **DIRECTOR: FINANCE REF NO: 77/23EC**

SALARY : R1 162 200 – R1 365 411 per annum, (all-inclusive remuneration). The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office: East London

REQUIREMENTS : An undergraduate qualification (NQF 7) in Financial Management/ Financial Accounting / BCom in Public Finance or Auditing as recognized by SAQA; Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); 5 years experience at middle/senior managerial level; Knowledge of Financial Management and Accounting at managerial level, Knowledge and understanding of Public Finance Management Act and budget management; Public Service Regulations, Public Service Act, Treasury Regulations and Public Audit Act; A valid driver's license. 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; Communication; Honesty and integrity.

DUTIES : Key Performance Areas: Monitor and co-ordinate reports on financial administration and compliance matters which is aligned to the Medium-Term Strategic Plan and Medium Term Expenditure Framework (MTEF) of the Department; Provide efficient and effective financial administrative support with respect to financial accounting and management accounting, Provide guidance and assist the Regional Head and Senior Management in the exercise of powers, functions assigned and delegations in terms of PFMA and other relevant legislation. Monitor compliance with the accounting best practices, norms and standards; Establish and maintain effective, efficient and transparent systems of financial management and internal control; Provide effective people management.

ENQUIRIES : Mr A Jilana Tel No: (043) 702 7000 / 7010

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.

OTHER POSTS

- POST 29/65** : **FAMILY ADVOCATE - LP8 (X2 POSTS)**
- SALARY** : R991 233 – R1 387 725 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate, East London Ref No: 78/23EC
Family Advocate, Port Elizabeth Ref No: 79/23EC
- REQUIREMENTS** : An LLB Degree or recognised 4-year legal qualification; Admission as an Advocate; The right of appearance in High Court of South Africa; Nine (9) years appropriate post qualification litigation experience; A valid driver's licence and expected to travel within the province. Skills and Competencies: Communication skills (verbal and written); Litigation and Advocacy skills; Research, investigation, monitoring and evaluation; report writing skills; Attention to details; Diversity Management; Dispute and conflict resolution skills; Case Flow Management.
- DUTIES** : Key Performance Areas: Perform all functions and duties of the Family Advocate (Head of Office) in accordance with relevant legislation and departmental delegations; Practice case flow management of all pending cases; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure and evaluation; Attend to all relevant circuit courts within the province; Provide effective people management; Identify and implement risk Management Plan.
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No: (043) 702 7000 / 7010.
- NOTE** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
Separate application must be made quoting the relevant reference number.
- POST 29/66** : **STATE LAW ADVISOR: LP7-LP8 REF NO: 23/93/CD**
- SALARY** : R844 572 – R1 387 725 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 5 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; Knowledge of the Public Finance Management Act (PFMA); Knowledge and understanding of relevant prescripts, Act and regulations within the Justice and Constitutional Development area; Knowledge of Human Rights development, frameworks and policies, Constitution of South Africa. 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; Ability to work under pressure and independently.
- DUTIES** : Key Performance Areas: Conduct research and provide information relating to the implementation of Constitutional programmes and legislative reform; Monitor and evaluate the impact of key Constitutional legislations; Coordinate the dissemination of information and advisory notes to all Equality Review Committee (ERC) members and maintain a central information repository for reporting and knowledge sharing purposes; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. M. Modibane Tel No: (012) 315 1668
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 29/67** : **OFFICE MANAGER REF NO: 23/92/ICT**
- SALARY** : R811 560 – R952 485 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria

- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Management/Administration or equivalent; A minimum of 3 years experience in Administration at management (Assistant Director) level; Knowledge and understanding of the Constitution, procurement directives and procedures; 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, Public Finance Management Act. Knowledge and understanding of ICT Operations and processes, ICT Services and ICT Projects. Skills And Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.
- DUTIES** : Key Performance Areas: Manage procurement and Finance of goods and services; Manage documents in the office of the DDG; Undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholders; Manage general support and resources services in the office; Provide effective people management.
- ENQUIRIES** : Mr M Mokoena Tel No: (012) 7442026
- 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.
- POST 29/68** : **SENIOR LECTURER REF NO: 23/90/JC**
- SALARY** : R811 560 – R952 485 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Justice College: Pretoria
- REQUIREMENTS** : A Degree or Diploma in Information Technology or equivalent qualification related to information technology, Honours degree will be an added advantage; A minimum of 3 years experience in the training environment at a supervisory level; Knowledge of information technology, experience in applying formal training methodologies, standards frameworks and tool; Expert knowledge of technical skill in setting up computer based training lab; The following will serve as an added advantage: Assessor and Moderator Certificate; Experience in curriculum development; Certificate in Advanced End User Computing skills(Ms Word, Ms Excel and Ms ACCESS); Advanced certificate in End user training NQF level 6; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Problem solving skills; Analytical thinking and decision making; Ability to work under pressure and meet deadlines.
- DUTIES** : Key Performance Areas: Manage the provision of advanced training to learners/trainees as per training programme; Manage and contribute to the designing, planning and implementing of high quality curriculum in specialised subject areas and across the Justice College; Oversee and undertake relevant research to enhance quality training and curriculum development in specialised subject areas; Perform generic functions; Provide effective people management.
- ENQUIRIES** : Mr. C Msiza Tel No: (012) 315 4754
- APPLICATIONS** : 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.
- NOTE** : People with disabilities are encouraged to apply.
- POST 29/69** : **ADMINISTRATIVE OFFICER REF NO: 63/23/LMP**
(Re – advertisement: candidates who previously applied are encouraged to apply)
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Ga - Kgapane

- REQUIREMENTS** : Three year National Diploma/ Bachelor's Degree in Public Administration/ Public Management or equivalent; 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Budget control, Asset, Facility Management and PFMA. Skills and Competencies: People Management; Computer literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem solving skills; Sound leadership and management skills; Good interpersonal relations; Computer literacy.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the Criminal and Civil Court Administration Section, section related to Family Court, Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users.
- ENQUIRIES** : Ms. Mathosa M.F Tel No: (015) 287 2035 or Mr. Mongwe P.M Tel No: (015) 2872034
- APPLICATIONS** : 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 29/70** : **SENIOR TRAINING OFFICER REF NO: 23/VA61/NW**
- SALARY** : R359 517 - R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office – Mafikeng
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/Human Resource Development; A minimum of 3 years experience in human resource development environment of which at least 1 year should be as supervisor/ team leader; Knowledge of Performance Management Systems, Skills Development Act, Skills Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Conditions of Employment Act, Departmental Bursary Schemes; Knowledge of training and development methodologies and concepts; 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. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Decision making; Problem analysis; Facilitation and presentation; Supervisory and leadership; Planning and Organizational; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Conduct training needs assessment; Assess and reassess training development processes and programmes; Coordinate the induction and orientation programme; Administer and facilitate training programmes.
- ENQUIRIES** : Ms L Shoai Tel No: (018) 397 7088
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand delivery it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 29/71** : **PRINCIPAL COURT INTERPRETER REF NO: 2023/89/GP**
(Re-advertisement: (candidates who previously applied are encouraged to re-apply))
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Johannesburg
- REQUIREMENTS** : NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF5; Proficiency in two or more indigenous languages (preference will be given to languages used in area); Proficiency in English; 5 years' practical experience as a Court Interpreter with a minimum of 2 years supervisory experience; A valid driver's license; Language requirements: English, isiZulu/ isiXhosa, Setswana /Sesotho. Skills and Competencies: Communications skills; Listening skills; Interpersonal

- skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise court interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Procure Foreign Language Interpreters and Casual Interpreters.
- ENQUIRIES APPLICATIONS** : Ms P Raadt Tel No: (011) 332 9000
- : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.
- POST 29/72** : **COURT INTERMEDIARY REF NO: 86/23EC**
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate, Uitenhage
three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; Teaching, Social Work/ Family Counselling, Child Care and youth development, Paediatrics, 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 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). A valid driver’s license. Skills and Competencies: Communication and empathetic listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.
- DUTIES** : Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatised 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.
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No: (043) 702 7000 / 7010
- : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
- NOTE** : A person who falls under any of the categories or classes of persons referred to in section 1, and whose name appears in the register contemplated by section 42 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No. 32 of 2007), is not competent to be appointed as an intermediary.
- POST 29/73** : **SENIOR COURT INTERPRETER (X4 POSTS)**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, East London Ref No: 80/23EC
Magistrate, Uitenhage Ref No: 81/23EC (Re-advertisement – applicants previously applied must re-submit application)
Magistrate, Queenstown: Ref No: 82/23EC
Magistrate, Port Elizabeth Ref No: 87/23EC: (Re-advertisement – applicants previously applied must re-submit application)
- REQUIREMENTS** : Grade 12 with 10 years practical experience as a Court Interpreter or a grade 12 certificate with a National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5 plus 3 years practical experience as a Court Interpreter; Proficiency in English and two or more indigenous languages (preference will be given to languages used in area and

- sign language); (Applicants will be subjected to a language test – speak, read and written); Driver's license will be added advantage. Skills and Competencies: Good communication (written and verbal); Ability to maintain interpersonal relations; Accuracy and attention to detail.
- 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; Utilized in more serious cases; Perform any other duties that may be assigned to in terms of rationalization of office.
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No: (043) 702 7000 / 7010
- NOTE** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
- POST 29/74** : **MAINTENANCE OFFICER (MR1-MR5) REF NO: 83/2023/WC**
- 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** : Magistrate Office, Knysna
- LLB Degree or recognized 4 year legal qualification; A valid driver's license; Knowledge of the maintenance system, Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work in a 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; Implement bench orders; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms B Mayekiso Tel No: (044) 382 1141
- Quoting the relevant reference number, direct your application to: Postal address: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
- FOR ATTENTION NOTE** : Ms L Keyster
- Shortlisted candidates will be subjected to a personnel vetting process.
- POST 29/75** : **MAINTENANCE OFFICER (MR-1 – MR-3) (X2 POSTS)**
- SALARY** : R228 915 – R333 666 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office Springbok Ref No: 29/23/NC/SPR
- Magistrate Office Pampierstad Ref No: 53/23/NC/PAM
- REQUIREMENTS** : LLB Degree or a four year recognized legal qualification; 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 English and one or more indigenous languages (Afrikaans; SeTswana and Sotho); A valid driver's license. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy 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.
- ENQUIRIES APPLICATIONS** : Mr R. Motlekar Tel No: (053) 802 1300
- Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private

NOTE

: Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Separate applications must be made quoting the relevant reference number. The successful candidate in Springbok will be required to serve all other offices in the Namakwa District (This is a re-advertisement, all applicants who previously applied are encouraged to re-apply). The successful candidate in Pampierstad will be required to serve, Jan Kempdorp, Hartswater, Warrenton and Barkly West)