

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	18 September 2023
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Applications 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 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.
		ERRATUM: Kindly note that the post of Assistant Director: Project Coordinator: ICT Programme and Project Management (Business Applications) with Ref No: 23/96/ICT, Post 30/47 Advertised in the Public Service Vacancy Circular 30 on 25 August 2023 with a closing date 11 September 2023. The Key Performance Areas has been amended and should be read as follows: Undertake the planning, execution, monitoring and controlling of ICT business applications projects; Coordinate project related activities; Manage administrative support to projects; Monitor, evaluate and report on project financials; Provide effective people management. We apologize for the inconvenienced caused.

MANAGEMENT ECHELON

<u>POST 31/31</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT</u> <u>REF NO: 23/100/CA</u>
<u>SALARY</u>	:	R1 162 200 – R1 365 411 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Labour Relation/ Human Resource Development/ Human Resource Management/ Industrial and Organisational Psychology as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); 5 years' experience at a middle/senior managerial level; Knowledge and understanding of Labour Relation Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Employee Health and Wellness Integrated Strategic Framework in the Public Service; Knowledge and understanding of the Public Service statutory Frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Treasury Regulations. Departmental Financial Instructions, Public Finance Management Act (PFMA), Government initiatives and decisions, etc. 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 skills.

DUTIES : Key Performance Areas: Manage the provision of human resource administration services; Manage the implementation of human resource development and performance management system; Manage and promote sound employee relations; Manage the implementation of employee health and wellness programmes; Provide effective people management.

ENQUIRIES : Mr. J Maluleke Tel No (012) 315 1090
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.

OTHER POSTS

POST 31/32 : **COURT MANAGER: (2 POSTS)**

SALARY : R527 298 – R617 622 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE : Magistrate Office: Senwabarwana: Ref No: 63/23/LMP
Magistrate Office: Bloemfontein: Ref No: 23/63/FS

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; Applied 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 analyse 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 strategies; Manage service level agreements.

ENQUIRIES : Limpopo Ms M P Mongalo Tel No (015) 287 2037 or Ms M F.Mathosa Tel No (015) 287 2035
Bloemfontein: Ms. N Dywili Tel No (051) 407 1800.

APPLICATIONS : Limpopo 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 Provincial Office, 92 Bok Street, Polokwane, 0699. Bloemfontein: Quoting the relevant reference number, direct your applications to: The Director HR, Private Bag X20578, BLOEMFONTEIN, 9300 or hand deliver to Physical Address: 53 Colonial Building, Charlotte Maxeke Street, BLOEMFONTEIN, 9301

NOTE : Separate application must be made quoting the relevant reference number.

POST 31/33 : **ASSISTANT DIRECTOR: SECURITY RISK AND MANAGEMENT: REF NO: 23/62/FS**

SALARY : R424 104 – R 496 467 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office, Free State

REQUIREMENTS : Three year National Diploma/ Degree in Security Management/Risk Management or equivalent qualification; PSIRA Grade B, Three years experience in Security Management at supervisory level; A valid driver's license; Knowledge of the MISS document of 1998; Control of Access to Public Premises and Vehicle Act. 1985 (Act No: 53 of 1985); The successful candidate will be required to travel extensively. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Project management skills: Presentation skills; Ability to work under

- pressure; Administrative and organizational skills; Good interpersonal relations; Accuracy and attention to details; Investigation skills.
- DUTIES** : Key Performance Areas: Monitor the implementation of departmental security systems and policies; Manage security at sub-offices in the province and monitor the implementation of security measures at courts; Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Roll out the Contingency Plan and OHS compliance at sub-offices within the region.
- ENQUIRIES APPLICATIONS** : Ms N Dywili Tel No (051) 4071800
- : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag20578, BLOEMFONTEIN, 9300; or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, BLOEMFONTEIN, 9301
- POST 31/34** : **ADMINISTRATION OFFICER (2 POSTS)**
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Queenstown: Ref No: 109/23EC
Magistrate, Mount Ayliff: Ref No: 108/23EC
- 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: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail; Sound leadership and management skills.
- 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 and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Coordinate, manage and administer support services to Case Flow Management and other court users.
- 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
- POST 31/35** : **PRINCIPAL COURT INTERPRETER: REF NO: 2023/96/GP**
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Pretoria
- REQUIREMENTS** : NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages (preference will be given to languages used in the area); 5 years practical experience as a Court Interpreter with a minimum of 2 years supervisory experience; A valid driver's license; Language requirements: English, Afrikaans, and Setswana/Sepedi/Sesotho. Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; 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 V Shiburi 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 31/36** : **COURT INTERMEDIARY: REF NO: 23/103/KZN**
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Madadeni

- REQUIREMENTS** : A 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. Proficiency in the following languages: English and IsiZulu. 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** : Ms N.F. Nkosi Tel No (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: The Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban 4001
- POST 31/37** : **VETTING INVESTIGATOR: REF NO: 23/99/DG (2 POSTS)**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : A Bachelor's Degree/ or equivalent qualification at NQF level 6 in Social Science or related fields; SSA Vetting Fieldwork training courses; A valid driver's license. Skills and Competencies: Computer literacy; Communication skills (written and verbal); Interpersonal relations skills; Report writing skills; Ability to manage conflict; Analytical skills; Planning and organizational skills; Problem solving and analysis; Conflict management.
- DUTIES** : Key Performance Areas: Conduct vetting field-work investigations; Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations; Provide effective communication channels and systems between the Department and the State Security Agency (SSA) and other related agencies; Administer vetting files and reports; Render administrative support services.
- ENQUIRIES** : Ms M. Qhamakoane Tel No (012) 357 8591
- 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 Street, Pretoria.
- NOTE** : Appointment is subject to completing relevant training courses offered by State Security Agency (SSA).
- POST 31/38** : **SENIOR COURT INTERPRETER: REF NO: 23/57/FS**
(This is a re-advertisement: Applicants who previously applied are encouraged to re-apply)
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Bloemfontein
- REQUIREMENTS** : Grade 12 and National Diploma in Legal Interpreting or equivalent qualification

in the field of languages at NQF Level 5 and a minimum of three years practical experience in court interpreting; OR Grade 12- and ten-year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages (Sesotho, IsiZulu, IsiXhosa and Afrikaans); A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; 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; Utilized in more serious cases; Perform any other duties that may be assigned to in terms of rationalization of office.

ENQUIRIES : Ms NM Dywili Tel No (051) 407 1800

APPLICATIONS : Quote the relevant reference number and direct your application to: The Director: Human Resource, Private Bag X20578, BLOEMFONTEIN, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, BLOEMFONTEIN, 9301

POST 31/39 : **CHIEF ADMINISTRATION CLERK: REF NO: 2023/100/GP**

SALARY : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Johannesburg (Meadowlands)

REQUIREMENTS : Grade 12 or equivalent; A minimum of 3 years' experience in administration; Knowledge of Public Finance Management Act (PFMA), Departmental Financial Instruction (DFI), Basic Accounting System (BAS) and Justice Yellow Pages (JYP). 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; Accuracy and attention to details.

DUTIES : Key Performance Areas: Render general clerical support services; Provide Supply Chain clerical support services within the component; Provide personnel administration clerical support services within the Court/ Cluster; Provide financial administration support services in the Court/ Cluster; Provide effective people management.

ENQUIRIES : Ms T Maphoto Tel No (011) 332 9000

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg 2000 OR PHYSICAL ADDRESS: Provincial Head –Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, JOHANNESBURG

POST 31/40 : **ASSISTANT MASTER MR3-MR5: REF NO: 113/23EC**

SALARY : R293 847 – R1 005 801 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Master of The High Court, Grahamstown

REQUIREMENTS : LLB Degree or four years recognized legal qualification; At least two years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment; Computer literacy (MS Office).

DUTIES : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.

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

- POST 31/41** : **MAINTENANCE OFFICER (MR1 – MR5): REF NO: 110/23EC**
(This is a re-advertisement: Applicants who previously applied are encouraged to re-apply)
- SALARY** : R228 915 – R1 005 801 per annum (Salary will be determined in accordance with appropriate experience in the legal field). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate, Cradock
: LLB Degree or a four-year recognized legal qualification; Knowledge of the maintenance system, Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Communication skills (verbal and written); Extensive knowledge of the maintenance system; and family law matters.
- DUTIES** : Key Performance Areas: Perform the powers, 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; Compile statistics.
- 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** : Suitable candidate will also be responsible to work at other offices in The Chris Hani District)
- POST 31/42** : **ESTATE CONTROLLER – EC1-EC4: REF NO: 111/23EC**
- SALARY** : R228 915 – R531 381 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of The High Court, Bisho
: An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
- DUTIES** : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship's, Trusts, and all aspects related to the administration thereof; Determine and assess the Estate duties; Conduct research and draft legal documents; Render administrative function of the office; Coordinate and prepare all monthly management court reports in the prescribed formats.
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No (0430 702 7000 / 7010
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
- POST 31/43** : **COURT INTERPRETER: REF NO: 23/48/FS**
(This is a re-advertisement: Applicants who previously applied are encouraged to re-apply)
- SALARY** : R202 233 - R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office, Vrede (To be stationed in Harrismith)
: NQF level 4/ Grade 12. Proficiency in English. Proficiency in one or more indigenous languages. Three months practical experience will be an added advantage. A valid driver's license will be an added advantage; Knowledge of legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Adherence to Batho-Pele; Language Proficiency: Vrede: English, Sesotho and Zulu. Skills and Competencies: Communication (verbal and written), Listening, Inter-personal relations, Computer literacy (MS word), Planning and Organising, Problem solving and analytical thinking skills; Time management. Ability to work under pressure.
- DUTIES** : Key Performance Areas; Render interpreting services, Translate legal document and exhibits, words, Assist with reconstruction of Court Records; Provide administrative support functions.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili Tel No (051) 407 1800
: Please direct your applications to: The Director: HR, Private Bag X20578, BLOEMFONTEIN, 9300 or hand deliver to Physical Address 53 Colonial

Building, Charlotte Maxeke Street, BLOEMFONTEIN, 9301