

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	21 September 2020
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the email address specified to each post. The email <u>must include only</u> completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. 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.

OTHER POSTS

<u>POST 21/233</u>	:	<u>SENIOR FAMILY ADVOCATE: LP9 REF NO: 20/72/CS</u>
<u>SALARY</u>	:	R983 019 – R1 536 567 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the Family Advocate; Mahikeng An LLB Degree or recognized 4 year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate; Knowledge of Standard Operating Procedure (SOP); Proven track record of previous managerial experience in a legal environment will be an added advantage; A valid driver's licence. Skills and Competencies: Good communication skills (verbal and writing); Litigation technique (both High Court and Lower Court); Research, investigation, monitoring, evaluation and report writing skills with attention to detail; Diversity management; Dispute and conflict resolution skills; Operational management and people management; Performance information monitoring and analysis; Finance management.
<u>DUTIES</u>	:	Key Performance Areas: Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Continuous improvement in the organizational performance of the office and its satellites; Manage performance information and complex enquiries; Conduct training and development, performance management, mentoring and coaching; of all occupational classes in the Office; Perform all functions of the implementation of Risk Management Plan; Ensure audit compliance.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Kganyago Tel No: (012) 315 1844 Quoting the relevant reference number, direct your application to: Email Address: DOJ20-72-CS@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.

<u>POST 21/234</u>	:	<u>STATE LAW ADVISER LP7- LP8 REF NO: 20/86/LD</u>
<u>SALARY</u>	:	R763 212 – R1 266 156. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	LLB or 4 year recognized legal qualification; At least 5 years appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Knowledge of the Civil Justice System and the Rules of Court; Experience in Constitutional Law and Administrative Law will be an added advantage. Skills and Competencies: Legal research and legislative drafting; Excellent written and verbal communication skills; Analytical legal thinking; Problem solving and decision making skills; Interpretation and presentation skills; Computer literacy; Ability to work independently and under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Plan and conduct research, including comparative legal research into court rules; Prepare research papers and make representations to the Rules Board and its committees; Draft rules of court and memoranda; Render administrative support services to the Rules Board and its committees; Process approved amendments and new rules; Perform any other related duties as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Leshilo Tel No: (012) 357 8240
	:	E-mail Address Quoting the relevant reference number, direct your application to: DOJ20-86-LD@Justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 21/235</u>	:	<u>STATE LAW ADVISER LP7-LP8 REF NO: 20/85/LD</u>
<u>SALARY</u>	:	R763 212 – R1 266 156 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	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); Experience in Constitutional Law and Administrative Law will be an added advantage; A valid driver's license. 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.
<u>DUTIES</u>	:	Key Performance Areas: Investigate, evaluate and draft new and amend primary and subordinate legislation which has a bearing on the line functions of the Department; Conduct Socio Economic Impact Assessments on primary and subordinate legislation which has a bearing on the line functions of the Department; Assist and advice Parliament Committees in the promotion of legislation; Conduct legal research, draft memoranda, reports and government notices; Evaluate and give inputs on draft legislation prepared by other Departments; Perform other duties allocated by supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P.Leshilo Tel No: (012) 357 8240
	:	email address: Quoting the relevant reference number, direct your application to: DOJ20-85-LDFO@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 21/236</u>	:	<u>DEPUTY DIRECTOR: HR REF NO: 2020/70/GP</u>
<u>SALARY</u>	:	R733 257 - R863 748 per annum (All inclusive remuneration). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office, Johannesburg
	:	A Bachelor's Degree in Human Resource Management or any relevant qualification with fundamental experience in a Generalist HR environment; Five (5) years relevant experience of which three years should be at management level; In-depth knowledge in all aspects of HR related prescripts; A valid driver's license. Skills and Competencies: Good Customer relations; Communications (written and verbal) skills; Co-ordination and Planning skills; Performance Consulting; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Provide HR interventions in the following fields: Recruitment and selection, HR Administration, Performance Management, Organizational Development, Learning and Development, Employment

- Relations, Business Process Improvement Methods and any other skills of HR service interest; Contribute to the development and accomplishment of regional business plan and objectives; Ensure effective people management in line with relevant legislative requirements; Act as an employee advocate and change champion; Continually assess the effectiveness of HR.
- ENQUIRIES APPLICATIONS** : Ms B Mbanga Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: Email Address: BuMbanga@justice.gov.za
- POST 21/237** : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 20/84/CFO**
- SALARY** : R733 257 – R863 748 per annum (All inclusive remuneration). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: A National Diploma/Degree in Financial Accounting/Management or equivalent qualification at NQF6; Five (5) years relevant experience of which 3 years must be at management level in Finance, Supply Chain and Internal Control environment; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other relevant prescripts; A valid driver's license. Skills and Competencies: Computer literacy (Microsoft Word, Power Point, Outlook and Excel, etc.); Good communication skills (verbal and written); Research and analytical skills; Strong leadership with strategic capabilities; Policy development; Research, monitoring and evaluation; Report writing; Accuracy and attention to detail; Presentation and facilitation skills.
- DUTIES** : Key Performance Areas: Manage the detection, analysis, alleviation, and prevention of non-compliance in the department; Manage and report on irregular, fruitless and wasteful expenditure registers for the department; Manage the entry of records and ensure that all cases in the register are investigated; Manage the corrective action process of irregular, fruitless and wasteful expenditure in the department; Manage the identification and prevention of internal control weakness in the department.
- ENQUIRIES APPLICATIONS** : Mr. JH Maluleke Tel No: (012) 3151090
: Quoting the relevant reference number, direct your application to: Email Address: DOJ20-84-CFO@justice.gov.za
- POST 21/238** : **COURT MANAGER REF NO: 53/20EC**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Grahamstown
: A three (3) year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or relevant equivalent qualification; At least 3 year's managerial or supervisory experience; 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; Experience in the Court environment will be an added advantage; A valid driver's licence. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
- DUTIES** : Key Performance Areas: Coordinate and manage the financial, human resources of the office as well as risk and security in court; Manage the strategic and business planning processes, the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.
- ENQUIRIES APPLICATIONS** : Mr P Hattingh Tel No: (043) 702 7000
: Quoting the relevant reference number, direct your application to: ECRecruitment-53-CM@justice.gov.za or fax to email 0866359104.
- POST 21/239** : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 20/88/CFO**
- SALARY** : R376 596 – R443 601 per annum. The successful candidates will be required to sign a performance agreement.

**CENTRE
REQUIREMENTS**

: National Office; Pretoria
: A 3 years Degree or National Diploma in Financial Accounting/Financial Management/ Supply Chain or equivalent qualification at NQF level 6; A minimum of 3 years relevant experience at supervisory level; Knowledge of Financial Provisioning and/or Administration procedures and processes; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and other legislative prescripts; A valid driver's licence. Skills and Competencies: Computer literacy (MS Word, Excel, BAS, SCM systems and Persal); Planning and Organising skills; Good interpersonal relation and communication; Ability to work under pressure in a highly pressurized environment; Creative and analytical skills; Problem solving skills; Policy input and process Analysis; Management Skills.

DUTIES

: Key Performance Areas: Facilitate and assist with the assessment, detection, analysis, rectification and prevention of non-compliance with prescripts (DFI, Treasury Regulations, delegations and PFMA); Maintain the accuracy or correctness of Irregular, Fruitless and Wasteful Expenditure checklists and Lead Schedules for Provinces/National Office; Ensure that all Irregular, Fruitless and Wasteful Expenditure Cases are assessed and investigated; Review departmental policies and procedures to identify and prevent internal control weaknesses.

**ENQUIRIES
APPLICATIONS**

: Mr J Maluleke Tel No: (012) 315 1090
: Quoting the relevant reference number, direct your application to: DOJ20-88-CFO@justice.gov.za