

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 11 November 2024

**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. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. 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 this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## MANAGEMENT ECHELON

**POST 39/09** : **DIRECTOR: ICT SYSTEMS MANAGEMENT AND BUSINESS INTELLIGENCE REF NO: 24/51/CT**  
(This is a Re-advertisement: Applicants who previously applied are encouraged to re-apply as the requirements have changed)

**SALARY** : R1 216 824 – R1 433 355 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) in Information Communication Technology (ICT) or equivalent as recognized by SAQA; 5 years' of experience at a middle/senior managerial level of which 3 years must be in application/software development, database and reports developments, application/software support and maintenance; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks and technologies such as NET, web development such as HTML, XML, JSON, SOAP, CSS, JavaScript, and Rest web services); Knowledge of Object Orientated Programming, Web services, Relational database design, data analysis and modelling, data warehousing and design, proficiency in various software development design techniques and application release management; Knowledge and understanding of ICT Policy Development, ICT Planning and Monitoring Framework, ICT Project Management methodologies, Waterfall and Agile, SDLC methodologies and ICT Risk Management; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and National Treasury Regulations. 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; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the development of Business Applications; Manage the maintenance of Business Applications; Manage functional support and enhancements to Business Application; Manage the provision of business intelligence services; Manage human, finance and other resources.

**ENQUIRIES** : Ms M Kganyago Tel No: (012) 315 1844

**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 or email to [DOJ24-51-ICT@justice.gov.za](mailto:DOJ24-51-ICT@justice.gov.za)

## OTHER POST

<b><u>POST 39/10</u></b>	:	<b><u>ADMINISTRATIVE SUPPORT &amp; CO-ORDINATION OFFICER REF NO: 24/69/MIN</u></b>
<b><u>SALARY</u></b>	:	R849 702 – R1 000 908 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 appropriate Degree or equivalent qualification in Public Administration /Public Management at (NQF level 6). A minimum of 3 years' experience at management (Assistant Director) level; Knowledge and understanding of the functional areas covered by the executive authority's portfolio, political and parliamentary processes in South Africa; Knowledge of frameworks on cabinet and related matters; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, prescripts, the Constitution and interpretation of statutes. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the administrative and coordination activities within the office of the executive authority; Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority; Render a Cabinet/executive council support service to the executive authority; Manage human, finance and other resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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 or email to <a href="mailto:DOJ24-69-MIN@justice.gov.za">DOJ24-69-MIN@justice.gov.za</a>