

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 09 December 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, 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 43/17 : **DIRECTOR: FAMILY ADVOCATE: REF NO: 24/80/MAS**

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) LLB or equivalent 4 year legal qualification as recognized by SAQA; 5 years' of experience at middle/senior managerial level; Admittance as an Advocate/Attorney with right of appearance at High Court; Nyukela Certificate (Certificate for entry into the Service Management Service from the National School of Government); Knowledge of Foundations of South African Law, Private Law, Constitutional Law, Criminal Law, Law of evidence and African Customary Law, Muslim Personal Law, Private International Law; Knowledge of Children's Act, The Hague Convention on the Civil Aspects of International Child Abduction, Maintenance Act, Mediation in Certain Divorce Matters Act, Domestic Violence Act; Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and Family Law; Knowledge of the Constitution, the Public Finance Management Act, knowledge and experience in office administration. Skills and Competencies: Strategic capabilities and leadership; Project and programme management; Financial management; Change management; Knowledge management; Services Delivery Innovation (SDI); Problem solving and analysis; Diversity management; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the administration and reporting on the implementation of Hague Convention on Civil aspects of International Child Abduction; Manage and support the provisioning of Family Advocate services; Manage the implementation of policies, legislative frameworks and prescripts; Support the provision of Forensic Social Work services; Manage and provide administration support services; Manage human, financial and other resources.

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

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 or email to DOJ24-80-MAS@justice.gov.za

POST 43/18 : **DIRECTOR: INTEGRATED CRIMINAL JUSTICE SYSTEM: REF NO: 24/77/CA**
(3 Years Contract Appointment)

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** : LLB Qualification (NQF level 7) as recognized by SAQA; 5 years' experience at middle/senior managerial level in criminal justice system environment; Nyukela certificate (Certificate for entry into the Senior Management Services from the School of Government); Knowledge of Criminal, Civil and Family Law and other relevant legislations; Knowledge of Constitutional law and relevant cases law and Interpretation of statutes; Knowledge and understanding of the legislative framework governing Public Service: Financial Management and regulatory framework/guidelines, prescripts, Public Services Act; Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act. Skills and Competencies: Strategic capability and leadership; 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: Manage the facilitation of the Integrated Criminal Justice strategy; Manage and facilitate the Legislative reform on the Integrated Criminal Justice System (ICJS); Coordinate and monitor the modernization programmes of the ICJS; Manage and coordinate programmes on Integrated Criminal Justice including the 7 point plan; Manage stakeholder relations and public awareness for the ICJS; Manage and coordinate a victim centric Justice System in support of ICJS initiatives; Manage the activities relating to Integrated Criminal Justice System; Manage human, financial and other resources.
- ENQUIRIES APPLICATIONS** : Mr S Kgafela Tel No: (012) 315 1042
: 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 DOJ24-77-CA@justice.gov.za

POST 43/19 : **DIRECTOR: ICT SECURITY OPERATION: REF NO: 24/78/ICT**

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 or equivalent as recognized by SAQA; 5 years of experience at middle/senior managerial level; Nyukela certificate (Certificate for entry into the Senior Management Services from the National School of Government); Knowledge and understanding of ISO 27001 IT Security and Cybersecurity standards, NIST Cybersecurity framework understanding; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Policy Development, ICT Planning and Monitoring Framework; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government Financial processes and systems. 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: Manage ICT security infrastructure operations; Manage the development of ICT security policies, norms; standards, procedures, frameworks and compliance; Manage human, financial and other resources.

ENQUIRIES APPLICATIONS : Ms M Kganyago 📞 (012) 315 1844
: 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 DOJ24-78-ICT@justice.gov.za

OTHER POSTS

POST 43/20 : **CLUSTER MANAGER: COURT INTERPRETING: REF NO: 2024/12/MP**
(Re-Advertisement, Candidates who previously applied are encouraged to re-apply as requirements have changed)

SALARY : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Mbombela Magistrate's Office

REQUIREMENTS : NQF level 4/ Grade 12 and National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5, Proficiency in two or more indigenous languages and English, Six years' experience in Court Interpreting of which three years should be at supervisory level; A valid driver's license; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Listening skills; Time Management; Analytical Thinking; Problem Solving; Planning and Organizing; Confidentiality; Ability to work under pressure; Art of interpreting

DUTIES : Key Performance Areas: Manage the Cluster legal interpreting and language services; Manage Stakeholders Relation in the cluster; Train and develop Court interpreters; Manage operational efficiency of language services in the Province; Manage compliance of the code of conduct

- ENQUIRIES APPLICATIONS** : Ms KN Zwane Tel No: (060) 632 2006
 Quoting the relevant reference number and direct your application to: The Provincial Head, Private Bag X 11249, Nelspruit, 1200 or physical address: 24 Brown Street ,5th floor Nedbank Centre Nelspruit 1200 OR Email: DOJ2024-12-MP@justice.gov.za
- POST 43/21** : **ADMINISTRATIVE OFFICER: IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO:24/87/DG**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : National Office: Pretoria
 A 3 year National Diploma (NQF level 6)/ Degree in Office Administration/ Office Management or equivalent; At least 1 year experience in Office Administration. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Creative thinking; Planning and organizing skills; Customer service orientation; Problem analysis.
- DUTIES** : Key Performance Areas: Render administrative support duties for the Office of the Director-General; Provide financial administration support services for the office of the DG; Provide supply chain clerical support services within the component; Provide effective people management.
- ENQUIRIES APPLICATIONS** : 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 DOJ24-87-DG@justice.gov.za
- POST 43/22** : **PERSONAL ASSISTANT: IN THE OFFICE OF THE DEPUTY DIRECTOR-GENERAL REF NO: 24/86/IDS**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
 Secretarial Diploma or equivalent qualification; A minimum of 3 years experience in rendering a support service to Senior Management; Knowledge of financial, provisioning and Human Resource administration procedures and processes; Knowledge of relevant Public Service and Departmental legislation/prescripts/policies and procedures; Knowledge of Office Management; Knowledge of document tracking, storage and retrieval. Skills and Competencies: Communication (verbal and written); Organising skills; Computer skills; Presentation skills; Problem solving and interpersonal relations; Ability to correctly interpret relevant documentation; Ability to do research and analyse documents; Intermediate typing skills.
- DUTIES** : Key Performance Areas: Provides a secretarial/receptionist support service to the Deputy Director-General (Manager); Provides a clerical support service to the Manager; Render administrative support services; Provide support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager;
- ENQUIRIES APPLICATIONS** : Mr. S Maeko Tel No: (012) 315 1996
 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. or email to DOJ24-86-IDS@justice.gov.za
- POST 43/23** : **ASSISTANT MASTER (MR3 – MR5): REF NO: 76/24/NC/MAS-KIM**
- SALARY** : R307 659 – R1 053 387 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, Kimberley
 An LLB Degree or four (4) year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance 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's 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.
- 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. X. Jama Tel No: (053) 831 1942

APPLICATIONS

: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. or Email to **DOJ24-76-NC@justice.gov.za**