

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- 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 DOJ24-70-CA@justice.gov.za](mailto:DOJ24-70-CA@justice.gov.za)
- CLOSING DATE** : 18 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.

## OTHER POST

- POST 40/05** : **ADMINISTRATOR (DEPUTY DIRECTOR): INTERGRATED ELECTRONIC REPOSITORY FOR DOMESTIC VIOLENCE PROTECTION ORDERS REF NO: 24/70/CA**
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria  
NQF 6 qualification in Information Systems and Information Management; A minimum of 3 years' experience working with electronic repositories and document management systems and/or related IT field at management (Assistant Director) level; Knowledge of data security principles and experience in implementing security measures; Knowledge of compliance requirements related to data management and privacy Regulations; Ability to adapt to evolving technologies and learn new tools quickly; Knowledge and understanding of government/departmental prescripts and policies; Understanding of Business processes development and requirements gathering process. 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.
- DUTIES** : Key Performance Areas: Facilitate the development of the Integrated Electronic Repository (IER) system for Domestic Violence Protection Orders; Maintain the IER for Domestic Violence Protection Orders; Facilitate the development of Directives for the IER for Domestic Violence Protection Orders and other related matters for approval; Manage and facilitate IER stakeholder engagement on Data Management of the Domestic Violence Protection Orders; Manage the Integrated Electronic Repository (IER) content; Manage human, finance and other resources.
- ENQUIRIES** : Mr S Kgafela Tel No: (012) 315 1042