

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 25 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 41/28** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO:24/72/CS**

**SALARY** : R1 741 770 – R1 962 090 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An NQF 8 qualifications as recognized by SAQA in Management/Public Management/Business Management/Human Resource or related fields; A minimum of 8 years' experience at Senior Management level in Corporate Services environment; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government); Knowledge of Public Service and its governance; Knowledge and understanding of Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Labour Relations Act, Employment Equity Act, Conditions for Occupational Injuries and Disability Act, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Services Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

**DUTIES** : Key Performance Areas: Oversee the provision of human capital management and development services; Oversee the provision of organisational development, employee health and wellness programmes, records management and administration support services; Oversee the provision of facilities management services for the Department and its agencies; Manage human, finance 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 Resource: 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 DOJ24-72-CS@justice.gov.za
- POST 41/29** : **CHIEF DIRECTOR: ICT INFRASTRUCTURE OPERATIONS MANAGEMENT: REF NO: 24/73/ICT**
- SALARY** : R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria  
: An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at senior managerial level of which 3 years must be in the ICT Infrastructure Operations environment; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of Computer programming field, Computer system design and analysis, ICT Service Management, ITIL, COBIT, ICT Infrastructure, Project Management and Business Intelligence (BI) tools and software; Knowledge of ICT Audit Management, ICT Governance Framework, ICT Strategy and Planning, ICT Policy Development, ICT Planning and Monitoring Framework, ICT Project Management Methodologies (e.g. PMBOK, PRINCE 2), Waterfall SDLC methodologies, ICT Risk Management, Business Analysis and Solution Testing and modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and 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; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage ICT Network and Data Infrastructure; Manage centralized and Cloud Services; Manage the ICT Operations & Service; Manage Courts IT Operations (i.e. Court Recording and Audio-Visual Technology); Manage stakeholder relations relating to infrastructure and give strategic advice to management; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Ms M Kganyago Tel No: (012) 315 1844  
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 DOJ24-73-ICT@justice.gov.za
- POST 41/30** : **DIRECTOR: FINANCE: REF NO: 24/VA08/NW**
- 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 REQUIREMENTS** : Provincial Office – North West  
: An undergraduate qualification (NQF 7) in Financial Management/ Financial Accounting/ BCom in Public Finance or Auditing as recognised by SAQA; Nyukela Certificate (Certificate of entry into Senior Management Service from the National School of Government); 5 years' experience at middle/senior managerial level; Knowledge of Financial Management and Accounting at managerial level; Knowledge and understanding of Public Finance Management Act and budget management; Public Service Regulations, Public Service Act, Treasury Regulations and Public Audit Act; A valid driver's license. 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, Personnel attributes.
- DUTIES** : Key Performance Areas: Monitor and co-ordinate report on financial administration and compliance matters which is aligned to the Medium – Term Strategic Plan and Medium Term Expenditure Framework (MTEF) of the Department; Provide efficient and effective financial administrative support with respect to financial accounting and management accounting; Advise and assist in the Provincial Head and Senior Management in the exercise of powers;

functions assigned and delegations in terms of PFMA and other relevant legislation; Ensure compliance with the accounting best practices; norms and standard; Establish and maintain effective, efficient and transparent systems of financial management and internal control; Provide effective people management.

**ENQUIRIES** : Ms. L Shoai Tel No: (018) 397 7088  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745 or email DOJ24-08-NW@justice.gov.za

**POST 41/31** : **MASTER (HEAD OF OFFICE): REF NO: 2024/11/GP**

**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** : Master of The High Court: Pretoria  
**REQUIREMENTS** : An LLB Degree (NQF level 7) as recognized by SAQA; 5 years' experience at middle/senior managerial level; Admitted as an Advocate/Attorney with right of appearance at High Court; Nyukela Certificate (Certificate of entry into Senior Management Service from the National School of Government); Knowledge of the South African legal system, legal practices and related sphere with specific reference to civil litigation and the law of contract; Knowledge of Family law litigation, legal research, the Administration of Estate Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act, Wills Act, the Constitution, Public Finance Management Act, Treasury Regulations and other relevant legislation. Skills and Competencies: Strategic capability and leadership, Project and programme 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 and monitor the implementation of guardian's fund, Manage and monitor the implementation of deceased estate; Manage the administration of Curatorship and registration of Trust; Manage the administration of insolvencies; Manage master's administration support services and service point Operations; Provide effective people management.

**ENQUIRIES** : Ms. RR Moabelo Tel No: (011) 332 9000  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or email to: PRAadt@justice.gov.za

#### **OTHER POSTS**

**POST 41/32** : **SENIOR ASSISTANT STATE ATTORNEY – LP5/LP6: REF NO: 64/24EC**

**SALARY** : R597 753 – R1 374 714 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE** : State Attorney, East London  
**REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years' appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, Office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail; Good communication (written and verbal); Ability to maintain interpersonal relations.

**DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register

- trust and debt collection; Provide supervision and training to other professional staff.
- ENQUIRIES APPLICATIONS** : Mr S Nofemela Tel No: (043) 702 7000 / 7003  
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e mail DOJ24-64-EC@justice.gov.za
- POST 41/33** : **SOCIAL WORKER GRADE 1 – 3 REF NO: 49/24/NC/FA-KIM**  
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R308 247 – R532 113 per annum, (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Kimberley  
: Bachelor's Degree in Social Work or equivalent qualification; Appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license. Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution and evaluation; Extensive report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct inquiries to ascertain the best interest of the minor children involved by means of mediation and /or evaluation as per relevant legislation. Evaluate information and compile forensic court reports, Act as expert witness for the Family Advocate in Court; ensure proper case flow administration, Travel to townships and rural areas to conduct enquires and interview parties and source references in Family Law disputes.
- ENQUIRIES APPLICATIONS** : Ms C. Van Wyk Tel No: (053) 838 4563  
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or Physical address: New Public Building (Magistrate's Court), c/o Knight and Stead Street, 7th Floor, Kimberley, 8301. Or email to DOJ24-49-NC@justice.gov.za
- NOTE** : Candidates whose name appears on Part B of the Child Protection Register as mandated by the Section 123(5) of the Children's Act, 2005 need not apply. Shortlisted candidates will be required to submit proof of initial and current registration with SACSSP.
- POST 41/34** : **LEGAL ADMINISTRATION OFFICER-(MR 1-MR5): REF NO: 2024/11/MP**
- SALARY** : R239 673 – 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** : Mpumalanga Provincial Office  
: An LLB Degree or a four (4) year recognized legal qualification; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the State Attorney Act, the Public Finance Management Act, Treasury Regulations, the Departmental Financial Instructions and the State Liability Act; Knowledge and experience in office administration. Skills and Competencies: Computer literacy (MS Office); Communication skills (verbal and written); Interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to detail. Ability to conduct research.
- DUTIES** : Key Performance Areas: Process losses in respect of State money and property (including fruitless and wasteful and transport matters); Process civil litigation matters instituted against and by the Department Claims and contract vetting; Facilitate the Protection and Promotion of Vulnerable Groups; Coordinate the provision of legal administration and statutory appointment & Family Law Services; Facilitate the promotion and awareness of justice related services.

**ENQUIRIES APPLICATIONS** : Ms NC Maseko at 083 284 9056  
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, Nelspruit, 1200 or physical address: Mpumalanga High Court Masters Office, 52 Acacia Crescent, West Acres, Nelspruit, 1200 or email to DOJ24-11-MP@justice.gov.za

**POST 41/35** : **SECURITY OFFICERS REF NO: 24/74/CS (X10 POSTS)**

**SALARY** : R155 148 - R182 757 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office: Pretoria  
: Grade 12; Knowledge of Physical Security procedures and processes, Safety and Security Legislative Frameworks, PSIRA Grade C. Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organizing skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.

**DUTIES** : Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras; Enroll staff on bio-metric system; Provide access to staff coming to the premises over weekends.

**ENQUIRIES APPLICATIONS** : Ms. A. Van Ross Tel No: (012) 315 1094  
: 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 DOJ24-74-CS@justice.gov.za