

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 14 October 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 these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

ERRATUM: Kindly note that the post of Maintenance Officer with Ref No: 2024/09/GP, Centre: Magistrate Pretoria (Lenasia) Post 34/61 advertised in the Public Service Vacancy Circular 34 dated 20 September 2024 with a closing date 07 October 2024 has the following language requirements: English, IsiZulu and Sesotho. We apologize for the inconvenience caused

OTHER POSTS

POST 35/33 : **DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 03/2024/WC**

SALARY : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office, George

REQUIREMENTS : An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and Competencies: Leadership and management capabilities; Strategic capabilities; Financial Management skills; Project management; Good communication (verbal and written); Computer literacy; Planning and organizing skills; Decision making skills; Presentation skills; Developing others.

DUTIES : Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.

ENQUIRIES : Ms N Bekwa Tel No: (021) 462 5471

APPLICATIONS : Please direct your applications to: The Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to DOJ24-03-WC@justice.gov.za

FOR ATTENTION : Ms P Paraffin

<u>POST 35/34</u>	:	<u>DEPUTY DIRECTOR: MAGISTRATE COMMISSION REF NO: 24/60/CS</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 6 in Public Administration/Management, Human Resource Management as recognized by SAQA; A minimum of 3 years' experience of which at least 2 years at managerial (Assistant Director) level; Knowledge and understanding of Magistrate Act, statutory appointment and legislative framework governing the Public Service; Knowledge of Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act and the Constitution. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the provision of secretariat and administrative support to the Magistrate's Commission; Facilitate the administration of Magistrate's appointment, conduct and related condition of services; Provide a financial and supply chain management support service to the Magistrate's Commission; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S. Kgafela Tel No: (012) 315 1042
	:	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 DOJ24-60-CS@justice.gov.za
<u>POST 35/35</u>	:	<u>CHIEF MAINTENANCE OFFICER REF NO: 24/13/CA</u>
<u>SALARY</u>	:	R556 356– R1 314 666 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>	:	National Office; Pretoria
	:	LLB Degree; At least 8 years appropriate post qualification legal experience; Knowledge of Criminal, Civil and Maintenance Law applicable in Maintenance Applications; Knowledge of Constitutional law and cases relevant in Maintenance Matters and understanding of interpretation of statutes; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication skills; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing skills; Able to work under pressure, independently and willingness to work extra hours; Decision making skills; Project management; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and provide operation support in respect of Maintenance Officers functions; Intervene in and facilitate the resolution of complaints in respect of Maintenance applications; Manage research and development intervention in Maintenance Services; Render administrative support; Manage the Generic Operational Functions of Maintenance Officers and Investigators.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S J. Kgafela Tel No: (012) 315 1042
	:	Quoting the relevant reference number, direct your application to: Postal address: 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 Street, Pretoria or email to DOJ24-13-CA@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.

<u>POST 35/36</u>	:	<u>COURT MANAGER: REF NO: 2024/06/MP</u>
<u>SALARY</u>	:	R552 081 – R650 322 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office; Kwamhlanga
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/ Degree qualification (NQF level 6) as recognized by SAQA in Public Administration/ Management/ Law/ Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment with a minimum of 2 years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Finance Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management, impact and influence; Planning and organizing; Problem solving; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile an analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<u>ENQUIRIES</u>	:	Ms. NC Maseko at 083 284 0956
<u>APPLICATIONS</u>	:	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. DOJ24-06-MP@Justice.gov.za
<u>FOR ATTENTION</u>	:	Ms Constance Maseko
<u>NOTE</u>	:	People with Disabilities/ Coloured Female, Indian Female and African Male or Female are encouraged to apply.
<u>POST 35/37</u>	:	<u>CLUSTER MANAGER: COURT INTERPRETING REF NO: 2024/09/MP</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Mbombela Magistrate Office
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 and Undergraduate qualification (NQF level 6) as recognized by SAQA in Legal Interpreting/ Language Interpreting/ Language Practice/ Linguistic or equivalent qualification; Proficiency in two or more indigenous languages and English, Six years' experience in Court Interpreting of which three 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 and Art of interpreting
<u>DUTIES</u>	:	Key Performance Areas: Manage the Cluster legal interpreting and language services; Manage the legal interpreting and language services Manage relationships with stakeholders; Train and develop Court interpreters; Manage operational efficiency of language services in the province; Manage compliance of the code of conduct; Attendance of Stakeholder meeting.
<u>ENQUIRIES</u>	:	Ms KN Zwane Tel No: (060) 632 2006
<u>APPLICATIONS</u>	:	Quote the relevant reference number and direct your application to: The Provincial Head, Private Bag X 11249, Nelspruit, 1200 or physical address: Mpumalanga High Court; Masters Office;52 Acacia Crescent, West Acres, Nelspruit 1200. DOJ24-09-MP@Justice.gov.za
<u>FOR ATTENTION</u>	:	Ms Khetsiwe Zwane
<u>POST 35/38</u>	:	<u>ASSISTANT STATE ATTORNEY - LP3/LP4 REF NO: 63/24EC</u>
<u>SALARY</u>	:	R357 843 – R979 059 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney, East London

<u>REQUIREMENTS</u>	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).
<u>DUTIES</u>	:	Key performance areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or email to DOJ24-63-EC@Justice.gov.za
<u>POST 35/39</u>	:	<u>STATISTICAL OFFICER REF NO: 2024/08/MP</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Mpumalanga
	:	A National Diploma as recognised by SAQA in Statistics or Mathematics; A minimum of 1 year experience in Statistical environment; A valid driver's license. Skills and Competencies: Computer literacy; Planning and organizing skills; Communication skills (written and verbal); Understanding of administration skills; Understanding of customer service.
<u>DUTIES</u>	:	Key Performance Areas: Collect data and perform statistical analysis; Facilitate channels for the collection of data; Produce statistical publications, reports, newsletters and presentations for National Operations Centre; Perform sampling and basic sampling statistical methods and also estimation and interpretation of results.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. TV Mavundla at 078 802 0741
	:	Quote the relevant reference number and 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. DOJ24-08MP@Justice.gov.za
<u>FOR ATTENTION</u>	:	Mr Thokozani Mavundla
<u>POST 35/40</u>	:	<u>CLOSE PROTECTION OFFICERS REF NO: 24/66/CS (X2 POSTS)</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 6 qualification as recognized by SAQA in Security Management; Registration with Private Security Industry Regulation Act (PSIRA); A minimum of 3 years' experience in close protection and security management environment; Knowledge of safety first, good driving habits, personal security and security management; Knowledge and understanding of traffic laws, GPS devices/map apps, application of risk and threat assessment; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations and Treasury Regulations. Skills and Competencies: Interpersonal skills; Creative thinking; Citizen service orientation; Decision making; Diversity citizenship; Communication (verbal and written); Problem analysis; Ability to work in a team; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Provide and maintain close protection services to official of the Department who are exposed to life threatening risks; Provide secure transportation services to the key official; Provide prevention and physical protection services to the key official
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E. Seerane Tel No: (012) 315 1780
	:	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 DOJ24-66-CS@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.

- POST 35/41** : **REGISTRAR (MR1 – MR5) REF NO: 2024/07/MP**
- SALARY** : R239 673 – R1 053 387 per annum. (Salary will be accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office: Mbombela
An LLB Degree or four (4) year recognized legal qualification; A valid drivers' license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numerical skills; planning and organization skills; Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.
- DUTIES** : Key Performance Areas: Co-ordinate Case Flow Management Support Service to the Judiciary; Process and issue judgements by default; Issue court orders, procedures and practises and all case records in the court country costs periodically; Manage court information relating to civil and criminal section and all case records; Manage tax legal bills of costs and attend to the review which may follow from such taxation; Provide guidance regarding annotation of relevant publications, codes, acts and rules; Co-ordinate written and respond to correspondence; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr LT Mndebele at 078 802 0880
Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X 11249, Nelspruit, 1200 or physical address: Mpumalanga High Court, Masters Office, 52 Acacia Crescent, West Acres, Nelspruit 1200. DOJ24-07-MP@Justice.gov.za
- FOR ATTENTION** : Mr Lucky Mndebele
- POST 35/42** : **SECURITY OFFICERS REF NO: 24/65/CS (X4 POSTS)**
- SALARY** : R216 417 - R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
Grade 12 or NQF level 4/ 5 or equivalent; Security Certificate (A minimum of 1 year of study) Grade B PSIRA certificate; 3 years security experience; Knowledge of the access control procedures, measures for the control and movement of equipment and stores; Knowledge of prescribed security procedures (e.g. MISS, NISA, Protection of Information Act); Skills and Competencies: Interpersonal skills; Creative thinking; Citizen service orientation; Decision making; Diversity citizenship; Communication skills (verbal and written); Problem analysis; Ability to work in a team; Computer literacy.
- DUTIES** : Key Performance Areas: Supervise the security functions performed by the security officers/service providers, ensuring adherence to Departmental security policies; Provide security related services; Administer all control room operations to safeguard the Departmental assets; Provide various administrative duties.
- 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 DOJ24-65-CS@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 35/43** : **MESSENGER REF NO: 24/67/DG**
- SALARY** : R183 279 – R215 892 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
Grade 10/ Abet qualification; A valid driver's license. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Ability to work in a team; Technical proficiency.
- DUTIES** : Key Performance Areas: Render driver/messenger support services; Collect, deliver and serve documents; Distribute mail and parcels to the various offices; Collect correspondence from respective government institutions; Transport officials to various destinations; Render clerical support services.
- ENQUIRIES** : Mr. S Maeko Tel No: (012) 315 1996

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 DOJ24-67-DG@justice.gov.za.