

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 17 February 2025
- NOTE** : 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 the post of Director: ICT Systems Management and Business Intelligence with Ref No: 24/51/CT, advertised in the Public Service Vacancy Circular 02 dated 17 January 2025 is withdrawn. We apologize for the inconvenience caused.

MANAGEMENT ECHELON

- POST 04/18** : **MASTER (HEAD OF OFFICE) REF NO: 34/25EC**
- 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** : Master of the High Court Grahamstown
An LLB Degree (NQF 7) as recognized by SAQA; Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); 5 years' experience at middle/senior managerial level; Admittance as an Advocate/Attorney with the right of appearance at High Court. 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; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; Diversity management; Client Orientation and Customer Focus; Communication; Honesty and integrity; Personal attributes.
- 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 administrations of Insolvencies; Monitor and manage service points operations; Manage human, financial and other resources.
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No: (043) 702 7000 / 7010
Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X9065, East London, 5200.
- POST 04/19** : **DIRECTOR: ICT SYSTEMS MANAGEMENT AND BUSINESS INTELLIGENCE REF NO: 24/51/CT**
(Applicants who previously applied for the similar post advertised in circular 39 dated 25 October 2024 closed 11 November 2024 should not reapply as their applications will still be considered)
- 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** : National Office, Pretoria
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 APPLICATIONS : Ms M Kganyago Tel No: (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.

OTHER POSTS

POST 04/20 : **OFFICE MANAGER: INSTITUTIONAL DEVELOPMENT AND SUPPORT REF NO: 25/02/IDS**
 This is a re-advertisement; applicants who previously applied are encouraged to re-apply

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
 : An (NQF level 6) qualification in Office Administration/Public Administration/Management as recognized by SAQA; A minimum of 3 years relevant experience in Office Administration at managerial (Assistant Director) level; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions etc; Knowledge and understanding of applicable legislation (such as BCEA, LRA, etc); Knowledge of the Departmental interpretation and application of policies and prescripts; Knowledge of Administration of an office. 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.

DUTIES : Key Performance Areas: Undertake the policy or line functions as required; Execute coordinate external strategic alliances between the office and other stakeholders; Provide administration support services; Manage general support services in the office of the Deputy Director- General; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr. R Chauke Tel No: (012) 315 1329
 : 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.

POST 04/21 : **DEPUTY DIRECTOR: HUMAN RIGHTS AND CONSTITUTIONAL INSTITUTIONAL SUPPORT REF NO: 25/04/CD**

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
 : An LLB qualification (NQF Level 7) as recognized by SAQA; A minimum of 3 years' experience in Human Rights environment at managerial (Assistant Director) level; Knowledge of Public Finance Management Act, regulations within the Justice and Constitutional Development area; Knowledge and understanding of Human Rights, Constitution of South Africa and relevant governance prescripts. 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; Project management; Team leadership.

- DUTIES** : Key Performance Areas: Coordinate the promotion of Human Rights programmes in support of Constitutional Democracy; Evaluate the implementation of court judgements and outcomes relating to Human Rights; Facilitate and provide support in the functioning of Constitutional Democracy and its values; Coordinate the promotion of Constitutional Democracy and its values; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Ms MD Modibane Tel No: (012) 315 1668
- 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
- POST 04/22** : **CLUSTER MANAGER: COURT INTERPRETING REF NO: 03/2025/WC**
- SALARY** : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office, Worcester
: NQF level 4/ Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English; Proficiency in two or more indigenous languages; Six years practical experience Interpreting of which three (3) years at supervisors' level; Driver's license. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytic thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Manage the cluster legal interpreting and language services; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non human resources of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.
- ENQUIRIES APPLICATIONS** : Ms N Jacobs Tel No: (021) 462 5471
- Please direct your applications to: Provincial Office: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
- FOR ATTENTION** : Ms P Paraffin
- POST 04/23** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 05/2025/WC**
- SALARY** : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Western Cape
: A relevant tertiary qualification at NQF level 7, A minimum of 3 years' experience in Supply Chain Management at supervisory level. Knowledge of SCM acquisition practices and National Treasury Regulations; Skills and Competencies: Knowledge and proper understanding of the Supply Chain Management framework, Computer literacy (MS Word, Power Point, Outlook, Excel); Research and analytical skills; Strong leadership with strategic capabilities; Policy Development; Research, monitoring and evaluation and report writing; Accuracy and attention to detail; Excellent written / verbal communication; Presentation and facilitation skills.
- DUTIES** : Key Performance Areas: Manage demand of goods and services in the province; Manage acquisition/procurement services in the province; Render and monitor contract administration support service and compliance; Render a risk and performance management service with regard to supply chain internally and external; Coordinate and maintain the list of prospective providers for quotations; Manage all resources in the section.
- ENQUIRIES APPLICATION** : Ms M Zietsman Tel No: (021) 462 5471
- Please direct your applications to: Provincial Office: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
- FOR ATTENTION** : Ms P Paraffin
- POST 04/24** : **LEGAL ADMINISTRATION OFFICER: (MR1 - MR5): TRIBUNALS AND QUASI JUDICIARY ADMINISTRATIVE SUPPORT REF NO: 24/106/CA**
- 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** : National Office: Pretoria
: An LLB Degree or 4 year recognized legal qualification; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution of South Africa, the Institution of Legal Proceedings Against Certain Organ of State Act, the Prescription Act, the State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act. Skills and Competencies: Legal research and drafting; Developing Others; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Implement National Policy Framework and regulations on Tribunals and Quasi Judiciary Administrative Support; Conduct research on tribunals and quasi judiciary administrative support, collate and analyse information and report on findings; Implement

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- initiatives and programmes on Tribunals Quasi judiciary Administrative Support; Provide effective people management.
- : Ms MD Modibane Tel No: (012) 315 1668
- : 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.