

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> obtainable using Microsoft edge or the latest Chrome version or alternatively the address specified in each post.
- CLOSING DATE** : 22 April 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. 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.

OTHER POSTS

- POST 12/80** : **ASSISTANT DIRECTOR: E-LEARNING STRATEGY AND SUPPORT REF NO: 25/33/IDS**
- SALARY** : R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An NQF level 6 qualification in Information and Communication Technology (ICT)/ Business Administration as recognized by SAQA; A minimum of 3 years experience in developing and designing E-learning and web-based projects; Understanding of project/ programme management techniques and methods; Knowledge of performance evaluation and change management principles; Proficiency in programme/ project management software and tools; 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 and Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Computer literacy; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal skills; Conflict skills; Problem solving skills; Planning and organising; Decision making skills; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Facilitate the development of E-Learning strategy and framework; Coordinate the development, designing and implementation of E-Learning delivery; Facilitate the coordination of E-Learning portal and technological environment; Provide guidelines in the development of digital literacies and technical skills training; Manage human, finance and other resources.

ENQUIRIES : Ms. P Leshilo Tel No: (012) 357 8240
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.

POST 12/81 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND POLICY DEVELOPMENT REF NO: 25/34/IDS**

SALARY : R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria
REQUIREMENTS : An NQF level 6 qualification in Public Administration/ Business Administration and Commerce as recognized by SAQA; A minimum of 3 years' experience in strategic management environment; Understanding of project/ programme management techniques and methods; Knowledge of performance evaluation and change management principles; Proficiency in programme/ project management software and tools; 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 and Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal skills; Conflict skills; Problem solving skills; Computer literacy; Planning and organising; Decision making skills; Project management; Team leadership.

DUTIES : Key Performance Areas: Facilitate the development and implementation of planning policies in line with prescripts; Facilitate the development and submission of strategic plan, Annual Performance Plan and Annual Operational Plans to the Head of Department; Align the strategic plans with the Department's strategic goals; Facilitate planning on departmental programmes; Manage human, finance and other resources.

ENQUIRIES : Ms. P Leshilo Tel No: (012) 357 8240
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POST 12/82 : **ASSISTANT DIRECTOR: GRAPHIC DESIGN REF NO: 25/35/IDS**

SALARY : R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria
REQUIREMENTS : An (NQF level 6) qualification in Graphic Design/Visual Communication/ Communication Design as recognized by SAQA; A minimum of 3 years' experience in graphic design at supervisory level; Understanding of project/programme management/graphic design techniques and methods; Knowledge of performance evaluation and change management principles; Knowledge and understanding of the Public Service statutory framework: Financial Management and regulatory framework/guidelines, Public Service Act, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc. 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.

DUTIES : Key Performance Areas: Design graphic and visual communication; Coordinate brand management and compliance; Coordinate digital and social media content creation; Coordinate graphic design project and administration; Provide effective people management.

ENQUIRIES : Ms. P. Leshilo Tel No: (012) 357 8240

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- POST 12/83** : **ASSISTANT DIRECTOR: PARTICIPATORY DEMOCRACY REF NO: 25/36/CD**
- SALARY** : R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
An undergraduate qualification (NQF level 6) in Social Sciences, Law, Political Sciences or Public Administration as recognized by SAQA; A minimum of 3 years' experience in Social Justice/ Government Stakeholder Management and/or Human Right environment at a supervisory level; Knowledge and understanding of Public Service Regulations, Constitution of South Africa, Human Rights, Social justice and anti discrimination issues; Knowledge and understanding of NAP. 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 organising; Decision making; Project management; Project Management.
- DUTIES** : Key Performance Areas: Implement intergovernmental National Policy Framework for participatory democracy; Implement Programmes for Constitutional Rights Education to increase public awareness on fundamental human rights and freedoms; Implement programmes for sustaining civil society organization; Manage human, financial and other resources.
- ENQUIRIES APPLICATIONS** : Ms. M. Modibane Tel No: (012) 315 1668
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 12/84** : **PROVISIONING ADMINISTRATION OFFICER: ACQUISITION MANAGEMENT REF NO: 25/37/FMS (X2 POSTS)**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
An NQF level 6 in Financial Management/ Public Administration/ Business Management/Supply Chain Management/Logistic Management as recognized by SAQA; A minimum of 3 year experience in Supply Chain Management environment of which 1 year should be at a supervisory or team leader level; Knowledge of Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instruction and Public Finance Management Act; Knowledge of Supply Chain Management prescripts, procurement policies, Bids and Acquisitions and procurement systems. Skills and Competencies: Computer literacy; Interpersonal relations; Decision making; Diversity citizenship; Communication skills (verbal and written); Problem analysis; Self management; Team membership; Technical proficiency.
- DUTIES** : Key Performance Areas: Administer and implement the acquisition management; Render supply chain system support services; Provide guidance on financial and supply chain management services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. A Van Roos 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.

- POST 12/85** : **SENIOR COURT INTERPRETER REF NO: 35/25EC**
This is a re- advertisement, applicants who previously applied need not re-apply.
- SALARY** : R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Tsomo
- REQUIREMENTS** : Grade 12 with 10 years' practical experience as a Court Interpreter or a grade 12 certificate with a National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5 plus 3 years' practical experience as a Court Interpreter; Proficiency in English and in two or more indigenous languages (preference will be given to languages used in area and sign language); Driver's license will serve as an added advantage; (Applicants will be subjected to a language test – speak, read and written). Skills and Competencies: Good communication (written and verbal); Planning and organizing skills; Interpersonal relations; Problem solving and decision making; Analytical thinking; Accuracy and attention to detail; Listening skills; Time management.
- DUTIES** : Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Utilized in more serious cases; Perform line and administrative support functions; Supervise Court interpreters.
- ENQUIRIES** : Mr W Ndamase Tel No: (043) 702 7000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
- POST 12/86** : **COURT INTERPRETER REF NO: 86/24/NC/UPT**
This is a re- advertisement, applicants who previously applied are encouraged to re-apply.
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Upington Magistrate Office
- REQUIREMENTS** : Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages; Preferences will be given to languages used in area; (Applicants will be subjected to a Language test). Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics; To perform any other duties he / she may be assigned to do in terms of rationalizations of functions by the office.
- ENQUIRIES** : Mr N. Leshage Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, (Magistrates Court) Corner of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed applications will not be considered.
- POST 12/87** : **SECRETARY REF NO: 25/27/MFLS**
- SALARY** : R216 417 - R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of The High Court: Pretoria
- REQUIREMENTS** : Grade 12 (with typing as a subject or Secretarial Certificate or any other training course /qualification that will enable the person to perform the work satisfactorily); Knowledge of Financial, provisioning and / or Administration procedure and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government and relevant legislation. Skills and Competencies: Computer literacy; Communication skills (verbal & written); Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs);

DUTIES

Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation.

: Key Performance Areas: Make travel arrangements, process travel and subsistence claims for the manager and members of the Unit; Render effective and efficient secretarial services; Provide general clerical office administration; Coordinate unit activities, inputs and compile various reports; Manage the diary of the Manager.

ENQUIRIES

: Ms. A. Van Ross Tel No: (012) 315 1094

APPLICATIONS

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