

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** : 09 June 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 that the post of Chief Master: Master of the High Court and Family Law Services with Ref No: 24/32/MAS advertised on Public Service Vacancy Circular 16 dated 16 May 2025 with closing date 02 June 2025 has been withdrawn. We apologies for the inconvenience caused. Enquiries: Ms S Maribeng Tel No: (012) 315 1103

OTHER POST

- POST 17/32** : **TATE ACCOUNTANT: TAXATION REF NO: 25/58/FMS**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An NQF level 6 qualification in Financial Management/Financial Accounting/Taxation/Internal Audit as recognized by SAQA; A minimum of 3 years' experience in Payroll environment; Knowledge of the Public Financial Management Act, and budget management with National Treasury Regulations. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Excel); Budgeting and financial management; Research and analytical skills; Presentation and facilitation skills; Problem analysis; Self-management; Team membership; Technical proficiency.
- DUTIES** : Key Performance Areas: Render Tax administration services; Administer and attend to salary related claims, related to overtime, acting allowances, payment of casual interpreters, implementation of housing allowances, long service awards and salary adjustment; Process subsistence and travel (S & T) allowance claims; Process service termination transactions; Administer the reconciliation/clearing of the Suspense account; Provide effective people management.
- ENQUIRIES** : Ms A van Ross Tel No: (012) 315 1094
- 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.