

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa.

<u>CLOSING DATE</u>	:	23 June 2025
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively 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.

MANAGEMENT ECHELON

<u>POST 19/96</u>	:	<u>DIRECTOR: FINANCE (X2 POSTS)</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office – Free State Ref No: 25/07/FS Limpopo Provincial Office – Polokwane Ref No: 03/25/LMP
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification as recognized by SAQA in Financial Management/ Financial Accounting/ Internal Audit; Nyukela Certificate (Certificate of entry into Senior Management Service from the (NSG) National School of Government); 5 years' experience at middle/senior managerial level in financial management environment; Knowledge of budget management and financial management principles; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act.
<u>DUTIES</u>	:	Key Performance Areas: Manage the development of budget; Manage the expenditure patterns; Manage and provide asset management services; Manage and provide supply chain services; Manage and provide Third Party Funds (TPF) services, Manage human, finance and other resources
<u>ENQUIRIES</u>	:	Free State: Ms N Dywili at (073) 775 0709

Limpopo: Mr. M.D Chauke Tel No: (015) 287 2080 or Ms. M.P Mongalo Tel No: (015) 287 2037

APPLICATIONS

: **Free State:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X20578, Bloemfontein, 9300, hand deliver it at 108 St Andrews Street (co St Andrew and West Burger Street), Bloemfontein 9300.

Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699

OTHER POSTS

POST 19/97

: **SENIOR LEGAL ADMINISTRATION OFFICER: SEXUAL OFFENCES MATTERS (MR-6) REF NO: 25/65/CA**

SALARY

: R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE

: National Office: Pretoria

REQUIREMENTS

: An LLB Degree; At least 8 years appropriate post qualification legal experience; 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; Knowledge and experience in office administration. Skills and Competencies: Legal research and drafting; 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; Team leadership.

DUTIES

: Key Performance Areas: Manage the implementation of internal, regional and domestic legal frameworks on the management of sexual offences matters; Facilitate stakeholder management for a cohesive and coordinated implementation of interventions against sexual offences; Manage the development and implementation of initiatives and programmes on sexual offences; Provide effective people management.

ENQUIRIES

: Mr S Kgafela Tel No: (012) 315 1042

APPLICATIONS

: 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 19/98

: **SENIOR LEGAL ADMINISTRATION OFFICER: VICTIM SUPPORT SERVICES (MR6) REF NO: 25/66/CA**

SALARY

: R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE

: National Office: Pretoria

REQUIREMENTS

: An LLB Degree; At least 8 years appropriate post qualification legal experience; Knowledge of the international and regional protocols on victim-support services; 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 and the relevant Domestic Legal Framework on victim-support services, particularly the Service Charter for Victims of Crime and the Presidential Summit Declaration against Gender-based Violence and Femicide of 2019; Knowledge and experience in office administration and management. Skills and Competencies: Legal research; Project management; 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; Problem resolving and decision making; Planning and organising; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Manage the implementation of internal, regional and Domestic Legal Frameworks on victim support services; Establish a victim-centric justice system for all victims of crime; Manage stakeholder engagements towards the establishment of a cohesive and coordinated victim-centric justice system; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mr S Kgafela Tel No: (012) 315 1042
<u>APPLICATIONS</u>	:	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.
<u>POST 19/99</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: 25/VA09/NW</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office NW- Mafikeng
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in Accounting / Finance / Supply Chain Management as recognised by SAQA; A minimum of 3 years relevant experience in financial/assets environment of which 2 years should be at supervisory level; Knowledge and proper understanding of the Supply Chain Management framework; Knowledge of Supply Chain Management acquisition practices; National Treasury Regulations; Policy application and interpretation. Skills and competencies: Communication skills (verbal and writing); Budgeting and financial management; Customer service orientation; Problem analysis; Research and analytical skills; Strong leadership with strategic capabilities; Monitoring and Evaluation and report writing; Accuracy and attention to detail; Presentation and facilitation skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.).
<u>DUTIES</u>	:	Key Performance Areas: Coordinate, monitor and facilitate the collection and recording of revenue in line with relevant prescripts and procedures. Inventory Management and Payment of suppliers; Coordinate debt management, development and implementation of revenue monitoring and reporting corrective measures; Coordinate and facilitate expenditure management; Coordinate and facilitate financial expenditure reporting against budget; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/ 7106
<u>APPLICATIONS</u>	:	Interested applicants must submit their application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.