

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<b><u>CLOSING DATE</u></b>	:	30 September 2024
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za">www.gov.za</a> , 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 this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## MANAGEMENT ECHELON

<b><u>POST 33/09</u></b>	:	<b><u>PROVINCIAL HEAD REF NO: 24/54/FS</u></b>
<b><u>SALARY</u></b>	:	R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Provincial Office: Free State
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Science, Law / Public Administration/Management; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government); 5 years' experience at a senior managerial level in court/Administration; Knowledge of Public Finance Management Act (PFMA) and Budget Management, Treasury Regulations, Public Service Regulations and all relevant governance prescripts; Knowledge and understanding of the Constitution, case law, criminal, civil and family cases and interpretation of relevant statutes; Knowledge of Human Resource Practices, Financial Management Practices, Service Delivery Improvement Models, Facility and Security Management. Skills and competencies: Strategic leadership capability; 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.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage justice operations and related services in the province; Manage the provision of legal administration and advisory services; Manage and monitor human resource management and development services in the province; Manage and administer the provision of financial management services in the province; Manage and facilitate stakeholder relationship; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Ms. N. Dywili at (073) 775 0709

- APPLICATIONS** : Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger Street, or email to [DOJ24-54-FS@justice.gov.za](mailto:DOJ24-54-FS@justice.gov.za)
- POST 33/10** : **DIRECTOR: ICT TESTING AND QUALITY ASSURANCE REF NO: 24/50/ICT**
- 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** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at middle/senior managerial level of which 3 years must be in Testing/Quality Assurance; Nyukela certificate (Certificate for entry into the Senior Management Services from the National School of Government); Knowledge of ICT Audit Management; ICT Governance Framework, ICT Strategy and Planning; ICT Planning and Monitoring Framework; ICT Policy Development, ICT Project Management Methodologies (e.g PMBOK, PRINCE 2), Waterfall SDLC methodologies, ICT Risk Management; Modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and 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; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the development of the Test Strategies and Test plans; Manage and facilitate the Analysis, Design, Execution and Quality Assurance process; Manage and maintain the Quality Assurance environments and Testing Tools/Software; Manage Service Level Agreement/Service provider; Provide effective people management.
- ENQUIRIES** : Ms M Kganyago Tel No: (012) 315 1844
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 [DOJ24-50-ICT@justice.gov.za](mailto:DOJ24-50-ICT@justice.gov.za).
- POST 33/11** : **DIRECTOR: ICT SYSTEM MANAGEMENT AND BUSINESS INTELLIGENCE REF NO: 24/51/ICT**
- 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** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Information Communication Technology as recognized by SAQA; 5 years of experience at middle/senior managerial level; Nyukela certificate (Certificate for entry into the Senior Management Services from the National School of Government); Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Policy Development, ICT Planning and Monitoring Framework; Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government financial processes and systems. 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; Provide effective people management.
- ENQUIRIES** : Ms M Kganyago Tel No: (012) 315 1844
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 [DOJ24-51-ICT@justice.gov.za](mailto:DOJ24-51-ICT@justice.gov.za)

<b><u>POST 33/12</u></b>	:	<b><u>DIRECTOR: ICT ENTERPRISE ARCHITECTURE REF NO: 24/44/ICT</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at middle/ senior management level in ICT management of which 3 years must be in ICT Enterprise Architecture; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Strategic & Operational Planning, Corporate Governance of ICT, ICT policy development, ICT risks, ICT audits and ICT related compliance, ICT Audit Management, ICT Planning and Monitoring Framework, modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, Government financial processes and systems. 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.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the design, development and maintenance of the ICT Enterprise Architecture; Manage the design, development and maintenance of ICT Business and Data Architectures; Manage the implementation of ICT Technology and Application Architectures; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Kganyago Tel No: (012) 315 1844 Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 <a href="mailto:DOJ24-44-ICT@justice.gov.za">DOJ24-44-ICT@justice.gov.za</a>
<b><u>POST 33/13</u></b>	:	<b><u>DIRECTOR: LEGAL ADMINISTRATION AND ADVOCACY (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Provincial Office: Northern Cape Ref No: 24/48/NC Provincial Office: Free State Ref No: 24/47/FS
<b><u>REQUIREMENTS</u></b>	:	An LLB or appropriate legal or law degree (NQF level 7) as recognized by SAQA; A post graduate qualification in Law or legal will be an added advantage; 6 years' experience in the field of Law, court administration/ management environment of which 5 years should be at middle/ senior managerial level; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the National School of Government); Knowledge and understanding of Public Finance Management Act, Public Service Regulations, Treasury Regulations, etc.; Knowledge of the law, International law and relations; Knowledge and understanding of the Constitution, Constitutional law cases, criminal, civil and family cases. 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.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the provision of legal administration and statutory appointment; Manage family law services (Maintenance, Child Justice and Intermediary); Manage language and interpreting services in the province; Facilitate the promotion and awareness of justice related services; Manage customer/client relations and service delivery; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Northern Cape: Mr J Tope Tel No: (053) 802 1300 Free State: Ms. N. Dywili at (073) 775 0709
<b><u>APPLICATIONS</u></b>	:	Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or Hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to <a href="mailto:DOJ24-48-NC@justice.gov.za">DOJ24-48-NC@justice.gov.za</a>

Free State: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger Street, or email to [DOJ24-47-FS@justice.gov.za](mailto:DOJ24-47-FS@justice.gov.za)

**NOTE** : Separate applications must be made quoting the relevant reference number.

#### **OTHER POSTS**

**POST 33/14** : **SENIOR STATE LAW ADVISOR: LEGISLATIVE DEVELOPMENT (LP 9) REF NO: 24/04/SLA**

**SALARY** : R1 132 806 – R1 762 857 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 or recognized 4 year legal qualification; At least 8 years appropriate post qualification litigation/ advisory experience; Admission as an Attorney or Advocate; Knowledge of the Public Finance Management Act (PFMA); Knowledge of the Constitutional Law, Administrative Law, Labour Law and International Law Skills and Competencies: Legal research and legislative drafting; Problem solving and decision making skills; Analytical thinking; Communication skills (written and verbal); Project management skills; Computer literacy; Policy analysis skills; Mentoring and coaching skills; Planning and organizing skills; Interpersonal relations; Ability to work under pressure and independently.

**DUTIES** : Key Performance Areas: Investigate, evaluate, draft new and amend primary and subordinate legislation which has a bearing on the line function of the Department; Conduct legal research that will provide information and relevant to the legal matter at hand; Evaluate and give inputs on draft legislation prepared by another department; Draft memorandums, reports and government notices; Provide effective people management.

**ENQUIRIES** : Mr. M. Mokoena Tel No: (012) 744 2026

**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 [DOJ24-04-SLA@justice.gov.za](mailto:DOJ24-04-SLA@justice.gov.za)

**NOTE** : People with disabilities are encouraged to apply.

**POST 33/15** : **DEPUTY DIRECTOR: CONTRACT AND SUPPLIER PERFORMANCE MANAGEMENT REF NO: 24/10/FMS**

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

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : A National Diploma/Degree in Supply Chain Management, Financial Management or Business Management or equivalent qualification (with strong emphasis on Contract Law); A minimum of 3 years' experience in Supply Chain Management environment and management of contracts within the public sector at management (Assistant Director) level; Knowledge of SCM regulatory framework, Public Finance Management Act, Preferential Procurement Policy Framework Act, Public Service Act, State Information Technology Act (SITA), Construction Industry Development Board (CIDB) and National Treasury prescript; A valid driver's license. 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: Provide supplier performance management services; Manage and administer process and contract management; Manage contract management risk; 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 or email to [DOJ24-10-FMS@justice.co.za](mailto:DOJ24-10-FMS@justice.co.za)
- NOTE** : People with disabilities are encouraged to apply.
- POST 33/16** : **DEPUTY DIRECTOR: ICT BUSINESS ANALYST REF NO: 24/01/ICT (X3 POSTS)**
- 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 undergraduate qualification (NQF level 6) as recognized by SAQA in Information Communication Technology; A minimum of 3 years experience in Business Analysis at management (Assistant Director) level; Knowledge of Public Finance Management Act, Public Service Regulations and Corporate Governance of ICT Policy Framework; Knowledge of System Analysis, Solution Architecture, Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall). Knowledge of SAP environment and Microsoft Power platform. Skills and competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing skills; Decision making skills; Project management.
- DUTIES** : Key Performance Areas: Conduct the analysis and optimization of business processes for ICT solutions; Coordinate the design of ICT solutions; Coordinate the development of ICT solutions; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. M Mokoena Tel No: (012) 744 2026  
: 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 [DOJ24-01-ICT@justice.co.za](mailto:DOJ24-01-ICT@justice.co.za)
- NOTE** : People with disabilities are encouraged to apply.
- POST 33/17** : **DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 24/24/NC/SPR**
- 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** : Magistrate Office Springbok  
: 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: Strong 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.
- 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 APPLICATIONS** : Ms S. Segopa Tel No: (053) 802 1300  
: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand deliver at the New Public Buildings (Magistrates Court) of Knight or email to: [DOJ24-24-NC@justice.gov.za](mailto:DOJ24-24-NC@justice.gov.za)
- NOTE** : People with disabilities are encouraged to apply.

<b><u>POST 33/18</u></b>	:	<b><u>SENIOR ASSISTANT STATE ATTORNEY (LP5 -LP6) REF NO: 2024/01/GP</u></b>
<b><u>SALARY</u></b>	:	R597 753 – R1 374 714 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	State Attorney: Johannesburg An LLB or 4 year recognized legal qualification; At least 4 years appropriate post qualification legal/litigation experience; Admittance as an Attorney, The right of appearance in the High Court of South Africa; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's license; Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide supervision and training to other professional staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms R Moabelo Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 or Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or email to <a href="mailto:DOJ24-01-GP@justice.gov.za">DOJ24-01-GP@justice.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 33/19</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6): CONTRACT DRAFTING AND VETTING REF NO: 24/05/LD</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria An LLB qualification; A minimum of 8 years' appropriate post qualification legal/litigation experience; Admission as an attorney/advocate will be an advantage; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of criminal procedures, practice and court rules; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act; Knowledge and experience of the judicial system and functioning of the courts; Knowledge and experience in Office Administration. Skills and Competencies: Legal research and drafting skills; Report writing (memoranda) and analytical skills; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal); Strategic capability and leadership skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the vetting of contracts and provide legal advice and opinions relating to contracts; Manage the process of dealing with and managing Labour Litigation matters; Manage out of service debt; Manage and process losses in respect of State money and property; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. M. Mokoena Tel No: (012) 744 2026 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 <a href="mailto:DOJ24-05-LD@justice.gov.za">DOJ24-05-LD@justice.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.

<b><u>POST 33/20</u></b>	:	<b><u>COURT MANAGER (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R552 081 – R650 322 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Potchefstroom Magistrate Court Ref No: 24/VA04/NW Magistrate Office Victoria West Ref No: 25/24/NC/VW Magistrate Office Kudumane Ref No: 26/24/NC/KUD
<b><u>REQUIREMENTS</u></b>	:	An undergraduate National Diploma/ Degree (NQF Level 6) as recognized by SAQA in Public Administration/ Management Law/ Legal studies of field of study or equivalent legal qualification; A minimum of three years' experience in court management environment with a minimum of two years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act(PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license. Skills and competencies: Applied strategic thinking; Applying 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.
<b><u>DUTIES</u></b>	:	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 and 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.
<b><u>ENQUIRIES</u></b>	:	North West: Ms. L Shoai Tel No: (018) 397 7088 Northern Cape: Ms. S. Segopa Tel No: (053) 802 1300
<b><u>APPLICATIONS</u></b>	:	North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or email to <a href="mailto:DOJ24-04-NW@justice.gov.za">DOJ24-04-NW@justice.gov.za</a> Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to <a href="mailto:DOJ24-24-NC@justice.gov.za">DOJ24-24-NC@justice.gov.za</a> and/ or <a href="mailto:DOJ24-26-NC@justice.gov.za">DOJ24-26-NC@justice.gov.za</a>
<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number
<b><u>POST 33/21</u></b>	:	<b><u>ASSISTANT DIRECTOR: ICT NETWORKS AND RELATED INFRASTRUCTURE MANAGEMENT REF NO: 24/02/ICT (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years' experience in ICT Infrastructure at a Specialist level; Knowledge of ICT Service Delivery Management, ICT policy development, ICT risks, ICT audits and ICT related compliance; Knowledge and understanding of Government Financial processes and systems, ITIL, COBIT and Corporate Governance (King V or latest); Knowledge and understanding of Public Finance Management Act, Public Service Regulations, Treasury Regulations, ICT Planning and monitoring framework. Skills and competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Diversity management; Interpersonal and conflict resolutions; Problem solving skills; Planning and organising skills; Decision making skills; Team leadership; Project management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Deploy ICT Network solutions (WAN and LAN); Deploy Network and Application monitoring; Undertake ICT Network Infrastructure upgrades; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Mr. M. Mokoena Tel No: (012) 744 2026
<b><u>APPLICATIONS</u></b>	:	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 [DOJ24-02-ICT@justice.co.za](mailto:DOJ24-02-ICT@justice.co.za)
- NOTE** : People with disabilities are encouraged to apply.
- POST 33/22** : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: 24/19/HR (X4 POSTS)**
- SALARY** : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria  
: An appropriate qualification (NQF level 6) as recognized by SAQA in Labour Relations or related equivalent qualification; A minimum of 3 years' experience in employee relations environment at supervisory level; Knowledge of Labour Relation Act, Employment Equity Act, Basic Conditions of Employment Act; 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. Skills and competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Facilitate the handling of grievances; Facilitate the handling of misconducts; Facilitate the handling of departmental appeals; Facilitate the handling of rights disputes and labour litigation; Facilitate the departmental collective bargaining and reporting processes; Provide effective people management.
- 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 [DOJ24-19-HR@justice.gov.za](mailto:DOJ24-19-HR@justice.gov.za)
- NOTE** : People with disabilities are encouraged to apply.
- POST 33/23** : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: 24/20/HR**
- SALARY** : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria  
: An appropriate qualification (NQF level 6) as recognized by SAQA in Public Administration or Management/ Industrial Organisational Psychology; A minimum of 3 years' experience in Organizational Development environment at supervisory level; Knowledge of Change Management principles and methodologies; Knowledge and understanding of Organisational behaviour, Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions. Skills and competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving and decision making; Decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Facilitate change management interventions; Facilitate the implementation of change management plans; Identify and manage resistance to change Facilitate organizational culture diagnoses; Provide effective people management.
- 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 [DOJ24-20-HR@justice.gov.za](mailto:DOJ24-20-HR@justice.gov.za)



- NOTE** : People with disabilities are encouraged to apply.
- POST 33/24** : **CHIEF WORKSTUDY OFFICER REF NO: 24/18/HR (X3 POSTS)**
- SALARY** : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An appropriate qualification (NQF level 6) as recognized by SAQA in Management Services/Organisation and Work study/Operations Management/ Production Management; A minimum of 3 years' experience in Organisational Development environment Knowledge of Organisational Design, job evaluation system and processes; Knowledge of development of job profile and job competencies, Business Process Management and Organisational Development; Knowledge and understanding of the Public Service Statutory frameworks, Financial Management and regulatory frameworks/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Government initiatives and decisions. Skills and competencies: Applied strategic thinking; Applied technology; Budgeting and Financial Management; Communication and information management; Diversity management; Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Decision making; Project management; Team leadership, critical thinking.
- DUTIES** : Develop and review organizational structures and systems; Develop business processes; Develop norms and standards for departmental operations; Conduct job analysis and evaluation process; Develop and review job descriptions; 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 or email to [DOJ24-18-HR@justice.gov.za](mailto:DOJ24-18-HR@justice.gov.za)
- NOTE** : People with disabilities are encouraged to apply.
- POST 33/25** : **ADMINISTRATIVE OFFICER REF NO: 55/24EC**
- SALARY** : R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate: Tsomo
- REQUIREMENTS** : A National Diploma/ NQF Level 6/ Degree in Office Administration/ Office Management; A minimum of 3 years' experience in office or court administration environment of which at least one year should be at supervisory/ team leader. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail; Planning and organizing; Leadership and management capacities.
- DUTIES** : Key Performance Areas: Administer case flow management; Manage office facilities and risk services in the unit. Provide effective administration for the unit. Ensure effective and efficient financial management. Manage the human resources of the office.
- ENQUIRIES** : Mr. A Jilana Tel No: (043) 702 7000 / 7010
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or email to [DOJ24-55-EC@justice.gov.za](mailto:DOJ24-55-EC@justice.gov.za)
- POST 33/26** : **MAINTENANCE INVESTIGATOR (X3 POSTS)**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Port Shepstone Ref No: 24/05/KZN  
Emlazi Ref No: 24/06/KZN  
Ntuzuma Ref No: 24/07/KZN
- REQUIREMENTS** : A Grade 12 certificate or equivalent qualification; relevant administrative experience and in family law matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Communication skills (verbal and written); Ability to work with the public in a professional and empathetic manner;

<b><u>DUTIES</u></b>	:	Explain legal terminology and processes in simple language; Time management; Facilitation skills; Innovation and ability to work under pressure. Key Performance Areas: Serve maintenance summons, subpoenas, warrants and garnishee orders for the district in terms of the Maintenance Act; Locate whereabouts of persons; Give testimony in Court under oath; Render administrative support to the Office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr J.N. Mdaka Tel No: (031) 372 3000
<b><u>NOTE</u></b>	:	Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or email to <a href="mailto:DOJ24-05-KZN@justice.gov.za">DOJ24-05-KZN@justice.gov.za</a> , <a href="mailto:DOJ24-06-KZN@justice.gov.za">DOJ24-06-KZN@justice.gov.za</a> , <a href="mailto:DOJ24-07-KZN@justice.gov.za">DOJ24-07-KZN@justice.gov.za</a>
<b><u>POST 33/27</u></b>	:	<b><u>LANGUAGE PRACTITIONER: TRANSLATION AND EDITORIAL SERVICES REF NO: 24/55/SLA (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification (NQF level 6) as recognized by SAQA in Communication or Linguistics; A minimum of 1 year experience in Language services; Knowledge and understanding of translation and interpreting. Language requirements: (Setswana / Afrikaans / Tshivenda). Skills and Competencies: Computer literacy; Good communication (written and verbal); Good interpersonal relation; Planning and organizing skills; Decision making skills; Strategic capability and leadership skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Translate Bills and other legal documents; Conduct terminology development (harvesting); Perform administrative functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Mokoena Tel No: (012) 744 2026
<b><u>NOTE</u></b>	:	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 <a href="mailto:DOJ24-55-SLA@justice.gov.za">DOJ24-55-SLA@justice.gov.za</a>
<b><u>POST 33/28</u></b>	:	People with disabilities are encouraged to apply.
<b><u>SALARY</u></b>	:	<b><u>MAINTENANCE OFFICER (MR1 – MR5) REF NO: 28/24/NC/PAM</u></b>
<b><u>CENTRE</u></b>	:	R239 673 – R1 053 387 per annum, (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>REQUIREMENTS</u></b>	:	Pampierstad Magistrate Office (will serve at Hartswater, Warrenton and Jan Kempdorp)
<b><u>DUTIES</u></b>	:	An LLB Degree or a four (4) year recognized legal qualification; Knowledge of the maintenance system, Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance; Proficiency in at least two official languages; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy Skills; Interpersonal relations; problem solving skills; Report writing and time management skills; Accuracy and attention to detail.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Compile statistics.
<b><u>NOTE</u></b>	:	Mr N Leshage Tel No: (053) 802 1300
<b><u>NOTE</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to <a href="mailto:DOJ24-28-NC@justice.gov.za">DOJ24-28-NC@justice.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.

- POST 33/29** : **LEGAL ADMINISTRATIVE OFFICER (MR1 – MR5) REF NO: 24/07/FS**
- 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** : Provincial Office, Bloemfontein
- REQUIREMENTS** : An LLB or four (4) year recognized legal qualification; Sound knowledge of the South African legal system, legal practice and related spheres with specific reference to family law and related litigation; Knowledge of criminal procedure and practice, court rules (Constitutional, Supreme Court of Appeal, High, Labour, Equality and Magistrate Courts); Knowledge of Public Finance Management Act; Knowledge of the Sexual Offences and Related Matters Act; A valid drivers license; Skills and competencies: Computer literacy (MS Office); Legal Research; Planning and decision making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute resolution; Time management and ability to prioritize; Report writing and problem resolving; Project management; Communication skills (Verbal and written); Willing to work overtime.
- DUTIES** : Key Performance Areas: Draft legal documents and give legal advice to the Department and other organs of the State; Provide support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, DPP, and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Recover loss and (of) damage to State property; Determine Legal Liability and oversee the smooth functioning of dedicated courts in the region; Facilitate implementation of relevant legislation including the Victims Charter and the Restorative Justice National policy Framework; Initiate, plan, implement and conduct community awareness campaigns on legislations administered by the Department.
- ENQUIRIES** : Ms N Dywili at 073 775 0709
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director: HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to 108 Cnr St Andrew and West Burger Street, Bloemfontein, 9300 or email to [DOJ24-07-FS@justice.gov.za](mailto:DOJ24-07-FS@justice.gov.za)
- POST 33/30** : **COURT INTERPRETER REF NO: 27/24/NC/CAL**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Calvinia Magistrate Office
- REQUIREMENTS** : Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: Afrikaans and Setswana are compulsory; 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.
- ENQUIRIES** : Mr. Y Ajimudin Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to [DOJ24-27-NC@justice.gov.za](mailto:DOJ24-27-NC@justice.gov.za)
- NOTE** : Applicants will be subjected to a Language test.
- POST 33/31** : **ADMINISTRATION CLERK REF NO: 05/24/LMP**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate: Thohoyandou
- REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant Experience. Skills and Competencies: Good communication skills (verbal and written); Sound

interpersonal relations; Computer literacy (MS Office); Must be self-driven, innovative with flair in dealing with people; Must be able to work under pressure; Accuracy and attention to detail.

**DUTIES**

: Key Performance Areas: Render general clerical support services; Provide the financial administration support services in the component; Keep and maintain personnel records in the component; Provide supply chain clerical support services within the component; Provide various administrative duties.

**ENQUIRIES**

: Adv. R.D Ramanenzhe at 081 037 2323/ 081 037 5014

**APPLICATIONS**

: Quoting the relevant reference number, direct your application to: Postal address: The Office Manager: Family Advocate - Magistrate Thohoyandou, Private Bag X5005, Thohoyandou, 0950 or Physical address: Reception area Magistrate Thohoyandou, Mphephu Drive next to Game Store or email to [DOJ24-05-LMP@justice.gov.za](mailto:DOJ24-05-LMP@justice.gov.za)