

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 02 December 2024

NOTE : 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 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 this positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 42/12 : **PROVINCIAL HEAD: REF NO: 06/24/LMP**

SALARY : R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Limpopo Provincial Office - Polokwane

REQUIREMENTS : 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.

DUTIES : 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 service in the Province; Manage and facilitate stakeholders relationship; Provide effective people management.

ENQUIRIES : Mr. Chauke M.D Tel No: (015) 287 2080 or Mr. Maakamedi T.P Tel No: (015) 287 2025

APPLICATIONS : 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, 0699or email to DOJ24-06-LMP@justice.gov.za

NOTE : Coloured; Indian; White and People with disabilities are encouraged to apply.

POST 42/13 : **DEPUTY CHIEF STATE LAW ADVISOR REF NO: 24/56/SLA**

SALARY : R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: An LLB or equivalent legal qualification at NQF level 7 as recognized by SAQA; A minimum of 5 years experience at Senior Management level in legal advisory services; Admission as an attorney or advocate; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of drafting legal documents and legal research; Knowledge and understanding of Bills legislations, legal, administration processes and procedures; Knowledge and understanding of Public Financial Management Act, Treasury Regulations and Public Service Act; Understanding of Constitutional and Administrative Law, Departmental and Government vision and plans. 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 scrutiny of subordinate legislation; Manage the provision of legal opinions to organs of state on receipt of instructions; Manage the operations of the unit; Manage human, finance and other resources.

ENQUIRIES : Ms M Kganyago Tel No: (012) 315 1844

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. Or email to DOJ24-56-SLA@justice.gov.za

OTHER POSTS

POST 42/14 : **FAMILY ADVOCATE LP 7/8: REF NO: 65/2024/FA/WC**

SALARY : R884 268 – R1 459 071 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Office of The Family Advocate, Mitchells Plain
: An LLB Degree or recognised four (4) year legal qualification; At least five (5) years appropriate post qualification litigation experience; Admission as an Advocate. Skills and Competencies: Good communication skills, both verbal and writing; Research, investigation, monitoring, evaluation and report writing skills and Diversity; Dispute and Conflict Resolutions Skills.

DUTIES : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereof; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure; Attend to all relevant circuit courts within Western Cape.

ENQUIRIES : Advocate S Ebrahim Tel No: (021) 426 1216 or Ms T Buttress Tel No: (021) 426 1216

APPLICATIONS : Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to DOJ24-65 -FA-WC@justice.gov.za

FOR ATTENTION : Ms P Paraffin

NOTE : shortlisted applicants are required to attach service certificates to determine salary in accordance to experience.

- POST 42/15** : **PARLIAMENTARY AND CABINET SUPPORT REF NO: 24/75/MIN**
- 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
 : A Bachelor's Degree/National Diploma (NQF level 6) in Public Administration, Social Science, Political Science or Economic Sciences; A minimum of 3 years' experience in Parliamentary and Cabinet environment at management (Assistant Director) level; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, prescript; Knowledge of Ministry operations, Secretariat Processes, Government policies, Cabinet and Parliament proceedings, Interpretation of statutes; functional areas covered by the Minister's portfolio; Knowledge and understanding of the Constitution, political and parliamentary processes in South Africa. 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; Decision making; Planning and organising skills; Project management.
- DUTIES** : Key Performance Areas: Monitor events in Parliament to identify matters that have a bearing on the portfolio of the Minister; Monitor events in Cabinet to identify matters that have a bearing on the portfolio of the Minister; Render an efficient and effective parliamentary service; Co-ordinate and control movements between the Pretoria and Cape Town Offices for Parliamentary sessions; Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Mr. S Maeko Tel No: (012) 315 1996
 : 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 DOJ24-75-MIN@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 42/16** : **SENIOR LEGAL ADMINISTRATION OFFICER: (MR-6): REF NO: 24/71/DG**
- SALARY** : 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.
- CENTRE REQUIREMENTS** : National Office, Pretoria
 : An LLB Degree or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience; Knowledge of the South African Legal System, Legal Practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act, Superior Courts Act and Magistrates Court Act; Knowledge and experience in Office Administration. Skills and Competencies: Legal research; Legal drafting; Applied strategic thinking; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Team leadership.
- DUTIES** : Key Performance Areas: Provide guidance and advice on various legal and policy frameworks and regulations; Provide legal advice for the Office of the Director-General; Coordinate Statutory Structures of which the Director-General is responsible; Attend meetings and workshops as required, providing support as required and monitor decisions; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr S Maeko Tel No: (012) 315 1996
 : 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 DOJ24-71-DG@justice.gov.za