

**CLOSING DATE: 15 DECEMBER 2017**

**NOTE:** Interested applicants may visit the following website: [www.justice.gov.za](http://www.justice.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. Candidate will complete a financial disclosure form and also be required to undergo a security clearance/ personnel vetting process. The foreigner or dual citizenship holder must provide the Police Clearance certificate from his/her country of origin. If the candidate is applying for an OSD post, certificates of service must be attached to the CV.

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 drivers licence is a requirement and preference will be given to the EE Target. 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.

### **OTHER POSTS**

#### **POST: OFFICE MANAGER REF: 17/51/SA**

**SALARY:** R334 545 – R394 065 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE:** State Attorney: Cape Town

**REQUIREMENTS:** An appropriate 3 year degree/National Diploma or equivalent qualification; 3 years appropriate experience of which at least one year should have been at supervisory level; Knowledge of Performance Management System and Financial Management in the Public Service will be an added advantage; Knowledge of the Public Service and the working of Government; A valid driver's license; Skills and Competencies: Communication skills (verbal and written); Interpersonal skills; Computer literacy (Ms Office, Intranet and Internet); Strategic thinking and leadership skills; Conflict resolution; People management; Customer service orientation; The ability to work independently, under pressure and meet deadlines, yet as part of a team.

**DUTIES:** Key Performance Areas: Assist with development, implementation of operational plans linked to strategic plan; Deal with all HR and Finance matters of the office; Provide library and archive services; Manage the registry, security, office building and budget services; Compile monthly and quarterly statistics and submit to Chief Litigation Office; Provide effective people management.

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

**ENQUIRIES:** Mr. E. Seerane Tel (012) 315 1780

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: **Postal address:** 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 Street, Pretoria.

#### **POST: ADMINISTRATION OFFICER 2 POSTS**

**SALARY:** R281 418 – R331 497 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE:** State Attorney: Polokwane (1) Ref No: 17/61/SA & Mthatha (1) Ref No: 17/62/SA

**TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND  
CONSTITUTIONAL DEVELOPMENT**

**REQUIREMENTS:** 3 year Degree/National Diploma in Office Management or Administration or equivalent qualification; A minimum of 3 years' experience; Knowledge of the Public Finance Management Act, DFI and Treasury Regulations; A valid driver's licence; Skills and Competencies: Computer literacy (MS Office); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail.

**DUTIES:** Key Performance Areas: Coordinate monthly, quarterly statistics and financial reports from different sections; Assist in the drafting of the operational plans in the office; Procure goods and services and manage assets for the office; perform general supervision of administrative function; Respond to queries from internal and external stakeholder; Render assistance on Risk Management.

**NOTE: 1. People with disabilities are encouraged to apply.**

**2. Separate applications must be made quoting the relevant reference**

**ENQUIRIES:** Mr M Kooko ☎ (012) 315 1164

**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: COURT INTERMEDIARY 4 POSTS**

Re-Advertisements

**SALARY:** R281 418 – R331 497 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE:** Magistrate's Offices: Heilbron (1) Ref No: 17/26/FS; Kroonstad (1) Ref No: 17/27/FS; Botshabelo (1) Ref No: 17/ 28 /FS and Thaba Nchu (1) Ref No: 17/29/FS

**REQUIREMENTS:** Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, social work/ family counseling, child care and youth development, pediatrics, psychiatry, clinical counseling, educational psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years' working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Applicants must please indicate their language proficiency level in English, Afrikaans and any other indigenous language. (Complete section D of Z83). Skills and Competencies: Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses); Trauma and basic counseling skills; interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

**DUTIES:** Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support service in court.; Assist children to testify with the aid of anatomically-detailed dolls.

**ENQUIRIES:** Ms. NM Dywili ☎ (051) 407 1800

**NOTE: 1. Language proficiency testing will be conducted during the interviews.**

**2. Youth, women and people with disabilities are encouraged to apply. Preference will be given to candidates in line with Regional EE target.**

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, **BLOEMFONTEIN**, 9300, OR hands deliver @ Colonial Building, 53 Charlotte Maxeke Street, **BLOEMFONTEIN** 9301.

#### **POST: ASSISTANT STATE ATTORNEY, (LP3-LP4): 11 POSTS**

**SALARY:** R265 284 – R759 603. (Salary will be in accordance with OSD determination). The

successful candidate will be required to sign a performance agreement.

**CENTRE:** State Attorney: Johannesburg (2), Ref No: 17/43/SA Thohoyandou (1) Ref No 17/55/SA, East London (1) Ref No: 17/56/SA, Durban (2) Ref No: 17/42/SA, Pretoria (1) Ref No: 17/60/SA, Kimberley (2) Ref No: 17/52/SA, Mahikeng (1) Ref No: 17/53/SA and Bloemfontein (1) Ref No: 17/54/SA

**REQUIREMENTS:** An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; A valid driver's licence; Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

**DUTIES:** Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA; Draft legal/settle all types of agreements on behalf of the various clients; Furnish legal advice/ opinions and contracts; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collection; Attend to liquidation, insolvency queries, register trust and companies.

**NOTE: 1. People with disabilities are encouraged to apply.**

**2. A current certificate of good standing from the relevant law Society must accompany the application.**

**3. Separate applications must be made quoting the relevant reference**

**ENQUIRIES:** Mr E Seerane ☎ (012) 315 1780, Mr G Kooko ☎ (012) 315 1164 and Ms K Ngomani ☎ (012) 357 8661

**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: ASSISTANT STATE ATTORNEY, (LP3-LP4) 04 POSTS**

**SALARY:** R265 284 – R759 603. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE:** State Attorney: Durban (1) Ref No: 17/41/SA, Cape Town (2) Ref No: 17/57/SA and Pretoria (1) Ref No: 17/59/SA:

**REQUIREMENTS:** An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court; Conveyancing will be an added advantage; A valid driver's licence; Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

**DUTIES:** Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, High, Labour, CCMA, Supreme Court of Appeal, Constitutional Courts, Land Claims, Tax and Tax Tribunals; Draft legal documents and conduct legal research; Draft and/or settle all types of contracts on behalf of the various client departments; Preside over all forms of arbitration, including inter-departmental arbitrations; Furnish legal advice and opinions; Guide and train support staff.

**NOTE: 1. People with disabilities are encouraged to apply.**

**2. A current certificate of good standing from the relevant law Society must accompany the application.**

**3. Separate applications must be made quoting the relevant reference**

**ENQUIRIES:** Mr E Seerane ☎ (012) 315 1780, Mr G Kooko ☎ (012) 315 1164 and Ms K Ngomani ☎ (012) 357 8661

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