

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NOTE : applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 & CV must be accompanied by certified copies of qualifications, identity document and driver's license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. The Department of Justice 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. Shortlisted candidates will be subjected to a personnel vetting process. 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

OTHER POSTS

POST 27/41 : **FINANCE MANAGER REF NO: 12/232/ISM**
2 year contract appointment

SALARY : R434 505 – R511 827 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A National Diploma/Degree in Finance Management/ Accounting or a finance related qualification at NQF6; 5 years' working experience in finance accounting/ management environment; 2 years' proven experience in Budget planning and expenditure management; Sound knowledge of the Public Finance Management Act (PFMA); Experience of managing finance in Information and technology environment will be an added advantage. Skills and Competencies: Communication (verbal and written) skills; Project Management and Management skills; Collaborative and excellent people skills; Budget Planning and process coordination skills; Ability to work independently and under pressure; Proactive and innovative skills; Good presentation and contract drafting skills; Attention to detail and accuracy.

DUTIES : Key Performance Areas: Manage all the financial management processes in the Information and Communications Technology (ICT); Coordinate the budget planning, allocation processes and ensure accurate and efficient payment process in line with DFI; Establish and implement an effective expenditure management framework for the sub-branch; Conduct financial performance reviews with line managers, propose and manage corrective actions; Manage the process of preparing various financial statements required in the Department; Liaise with various Audit stakeholders (e.g. AG, Internal Audit, etc.) on financial management matters; Prepare financial reports for the ICT component of the Department (ad-hoc early warning finance reports, monthly reports and various reports);

ENQUIRIES : Ms E Zeekoei ☎ (012) 315 1150
APPLICATIONS :

POST 27/42 : **SENIOR LEGAL ADMINISTRATION OFFICER: TRAFFICKING IN PERSONS REF NO: 12/226/CS**
Contract post for a year

SALARY : R278 130 – R676 017 per annum. (Salary to be determined in accordance with OSD determination)

CENTRE : National Office, Pretoria

REQUIREMENTS : LLB Degree or 4 year recognized legal qualification; At least 8 years appropriate post qualification legal experience; Sound knowledge of South African Legal System; Justice, Crime Prevention and Security cluster environment and operations; Public Finance Management Act, and budgetary/financial management will be an advantage; Knowledge of the Trafficking in Persons issues and environment; A valid driver's license. Skills and Competencies: Legal Research, Drafting and Report Writing; Dispute Resolution; Project

Management; Computer literacy (MS Office); Good communication (written and verbal) skills

DUTIES : Key Performance Areas: Develop plans and strategic interventions related to the implementation of relevant legislation and manage the Combating of Trafficking in Persons sub-directorate; Coordinate, Facilitate and Monitor the implementation of the legal framework relating to Trafficking in Persons within the JCPS cluster; Legislative and policy analysis, policy development; Develop legal documents, memoranda, reports and government notices; Draft key documents related to the implementation of relevant legislation; Compile Reports including monthly, MTSF, Parliamentary Reports, Regional, SADC and International Reports; Work outside of normal working hours.

ENQUIRIES APPLICATIONS : Ms C Patrick ☎ (012) 315-1150

Quoting the relevant reference number, direct your application to: Postal address: 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.

CLOSING DATE : 16 July 2012

POST 27/43 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: 12/230/HR**

SALARY : R221 058 – R260 388 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria

Bachelor's Degree/National Diploma in Human Resource Management or equivalent qualification; 3 years relevant experience; **SKILLS AND COMPETENCIES:** Communication (written and Verbal) skills; Computer literacy (MS Office); Analytical and Presentation skills

DUTIES : Key Performance Areas: Perform surveys relating to employment relations, i.e. analyzing trends on misconduct; grievances and disputes; Keep statistics and report to management; Identify potential conflict areas and training needs; Review existing procedure manual pertaining to Employee Relations matters in order to ensure compliance with relevant provisions and authority; Conduct research and keep management informed of current developments in the field of employee relations; Advise line managers regarding the correct application of prescript/correct actions; Conduct preliminary investigations and act as an initiator in disciplinary hearings.

ENQUIRIES APPLICATIONS : Ms E Zeekoei at ☎ (012) 315 1436

POST 27/44 : **ASSISTANT DIRECTOR (FINANCIAL OPERATIONS MANAGER) (CONTRACT-2 POSTS) REF NO: 12/VA51/NW**

SALARY : R221 058 – R267 036 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Taung Cluster & ODI Cluster – North West

An appropriate financial management degree/three year diploma or equivalent qualification and/or applicable experience in the finance field; At least three years in the financial field; Knowledge of the BAS accounting software, JDAS, PERSAL, PFMA, Treasury Regulations, Budgets and Procurement; Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations; A thorough understanding and knowledge of the Department's various branches will be an advantage. A valid drivers' licence

DUTIES : Key Performance Areas: Manage and ensure application of the prescribed financial procedures and methods; Supervise the activities of subordinates entrusted with inter alia, the care of accounts vouchers, documents, financial planning and budgeting, report on budget deviations, cost control and cost analysis programmes, internal control and financial administration; Define and introduce financial control, procedures and methods according to the programme in order to protect the State assets and resources; Ensure by inspection that such procedures and methods are being followed, report on findings and recommend improvements/changes where necessary; Control the level of training of personnel concerned with financial administration on the basis of findings and recommend remedial training where necessary; Perform other duties as required by the Regional Financial Director.

ENQUIRIES : Job specific enquiries may be directed to Mr. J Makutle at ☎ (018) 397 7004 between 8:00 and 15:45, Monday to Friday.

NOTE : please submit separate application for each centre applied to

CLOSING DATE : 16 July 2012

POST 27/45 : **LEGAL ADMIN OFFICER (MR1 – MR5) 4 POSTS REF NO: 12/109/DG**
Division: Multilateral and Bilateral

SALARY : R 115 377 – R540 720 per annum. (Salary will be determined in accordance with experience as per OSD Determination). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An LLB degree or 4 years recognized legal qualification; Sound knowledge of the South African Legal system, International Law, Treaties and Protocols, Regulations and Proclamations; A qualification in International Law will be an added advantage; Experience in negotiating bilateral and/or multilateral instruments; A drivers licence. KEY PERFORMANCE SKILLS: Legal Research and drafting skills; Dispute resolution; Interpersonal relations; Report writing; Computer literacy; Communication (written and verbal) skills.

DUTIES : Key Performance Areas: Handle matters (criminal and civil matters) at bilateral and multilateral levels; Negotiate conclude and handle requests for extradition and mutual legal assistance as well as criminal and civil matters; Handle human rights matters and ensure ability to negotiate declarations, resolutions, treaties and writing of country reports; Liaise with the Department of International Relations and Cooperation and other government departments as well as South African Foreign Missions on International legal matters; Coordinate technical assistance to foreign states and regional organizations; Prepare Cabinet memoranda, explanatory memoranda of Parliament and Presidents Minutes for signing in relation to international legal matters.

ENQUIRIES : Ms T Mdluli ☎(012) 315 1893

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

CLOSING DATE : 16 July 2012

POST 27/46 : **LEGAL ADMINISTRATION OFFICER MR4 – LOSSES REF NO: 12/VA64/NW**

SALARY : R180 594 - R206 502 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office: NW

REQUIREMENTS : An LLB Degree or 4 year recognized legal qualification; At least 5 years appropriate post qualification legal experience; Sound knowledge of the South African legal system; Valid driver's license; Skills and competencies: Research and analytical skills; Project management skills; Communication skills (written and verbal); Dispute resolution; Willingness to work overtime when required; Computer literacy (Ms Office)

DUTIES : Key Performance Areas: Recover or dispose of losses of/damage to state money and property; Liaise with internal and external stakeholders (such as Auditors, the Office of the DPP, State Attorney, Directorate Special Operations, SAPS AND other Governments Departments) in respect of such losses; Draft legal documents for and give legal advice to the Regional Head and Senior Management on a variety of issues; Deal with civil proceedings instituted by and against the Department; Respond to petitions, representations and complains from civil society and other Government Department; Liaise with the State Attorney on losses cases; Perform Legal research;

ENQUIRIES : Ms. W Jacobs at ☎ (018) 397 7054.

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

CLOSING DATE : 16 July 2012

- POST 27/47** : **LEAGAL ADMINISTRATION OFFICER MR4 MAINTENANCE COMPLAINTS REF NO: 12/VA65/NW**
- SALARY** : R180 594 - R206 502 (Salary will be in accordance with OSD determination) The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office: North West
- REQUIREMENTS** : An LLB Degree or 4 year recognized legal qualification; At least 5 years appropriate post qualification legal experience; knowledge of Maintenance Act 99/1998, Magistrate's Court Act 32/1944 and Reciprocal Maintenance Act; Sound knowledge of South African Legal system; Knowledge of the Criminal Justice System and the implementation of legislation, would be an added advantage; Knowledge of Government and Departmental policies and strategy would be an advantage; A valid driver's license. Skills and Competencies: Legal Research and drafting skills; Good interpersonal relations; Dispute Resolution and attention to detail; Report writing and problem solving; Computer literacy; Communication (written and verbal) skills; Ability to stay up to date with new developments in South African Law; Willing to work overtime when required.
- DUTIES** : Key Performance Areas: Investigate and resolve Presidential Hotline Queries; Ensure that quarterly reports are finalized and furnished to National Moderators; Ensure compliance with timelines as stipulated by the National PLO Forum; Prepare, consolidate and compile institutional performance reports and related strategies; Dealing with requests for legal opinions; Respond to parliamentary questions; Handle ad hoc tasks in line with instructions; Conduct research and provide recommendations on appropriate interventions; Assist with any other work related to the Directorate.
- ENQUIRIES** : Ms. W Jacobs at ☎ (018) 397 7054.
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- CLOSING DATE** : 16 July 2012
- POST 27/48** : **LEGAL ADMINISTRATION OFFICER: VICTIM SUPPORT: LGBTI PROJECT MR-3 – MR-5 REF NO: 12/227/CS**
(One Year Contract)
(Re-Advertisement)
- SALARY** : R149 487 – R540 720 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 equivalent four year legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of Lesbians, Gays, Bisexuals, Transgender and Intersex (LGBTI) related matters in the court system will be an advantage; Knowledge of Government and Departmental policies and strategy will be an advantage; Knowledge of the Public Finance Management Act and budgetary/financial management will be an advantage; A valid driver's license. Skills and Competencies: Research and analytical skills; Project management skills; Communication skills (written and verbal); Dispute resolution; Willingness to work overtime when required; Computer literacy (Ms Office).
- DUTIES** : Key Performance Areas: Manage the LGBTI Project in the Sub-Directorate through project management principles; Manage, monitor and report on the LGBTI budget and expenditure; Draft and submit regular progress reports to the Senior Legal Admin Officer; Conduct research to determine the social needs of LGBTI; Coordinate the work streams of the Interim National Task Team;
- ENQUIRIES** : Ms C Patrick ☎ (012) 315-1150
- 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.
- CLOSING DATE** : 16 July 2012
- POST 27/49** : **STATE ACCOUNTANT REF NO: 12/237/CFO**
Division: Standardization and Training Unit
- SALARY** : R149 742 – R176 391 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : Bachelor's degree or National Diploma in Finance; 3 year relevant experience in a Financial environment; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations; A valid driver's license. Skills and Competencies: Computer literacy (MS Office, MS Windows, MS PowerPoint and Excel); Communication skills(Written and Verbal); Ability to work with stakeholders in a professional and emphatic manner; Facilitation/Training skills; Drafting of procedure manuals and training material.

DUTIES : Key Performance Areas: Drafting financial procedures and processes manuals; Conduct research and self-development in training subjects; Draft training material in Outcomes Based standards; Facilitate/provide financial training; Logistic management; Maintain a training database; General Administration Functions.

ENQUIRIES : Ms E. Zeekoei ☎ Tel: 012 315-1436

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.

CLOSING DATE : 30 July 2012

NOTE : Candidates selected for training post will have to give 5 min power point Presentation (4 slides). A top will be given after the interview has been conducted and candidates will have a 30 minutes preparation time. Computers/laptop & projector will be provided.

POST 27/50 : **MESSANGER REF NO: 12/239/SA**

SALARY : R71 289 – R83 976 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE : State Attorney: Kimberley

REQUIREMENTS : Grade 10/ Abet qualification; Experience in rendering messenger legal services; A valid driver's licence. Skills and competencies: Communication at appropriate level (written and verbal); Sound interpersonal relations; Ability to liaise with team member, clients and members of the public; Basic computer literacy skills. Ability to read legal document; Ability to work under pressure.

DUTIES : Key Performance Areas; Collect, deliver and serve documents as instructed; Distribute mail to the various offices; Collect and deliver post at the Post Office; Render other driver/ messenger responsibilities as requested; Assist with general office duties.

ENQUIRIES : Ms K. Ngomani ☎ 012 357 8661

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.

CLOSING DATE : 30 July 2012

POST 27/51 : **DRIVER / MESSENGER REF NO: NC/29/12**

SALARY : R71 289 – R83 976 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Upington Magistrates Office

REQUIREMENTS : Grade 10 or ABET Level 4 or equivalent qualification; At least six (6) months applicable experience; A valid Driver's Licence, obtained for at least one (1) year. Skills and competencies: Basic Computer literacy (MS Office); Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the Public.

DUTIES : Collect and deliver mail; Distribute mail to various offices; Collect post bag from post office; Transport officials to various destinations.

ENQUIRIES : Mr R. Meza ☎ (053) 839 0000 ext 2057

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. Email or faxed applications will not be considered

CLOSING DATE : 23 July 2012

- POST 27/52** : **LABOUR RELATIONS OFFICER REF NO: NC/30/12**
- SALARY** : R185 958–R219 048 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office Kimberley
- REQUIREMENTS** : An LLB degree with Labour Law as a major subject or Bachelors Degree/ National Diploma with Labour Relations as a major subject; At least three years experience in the labour relations environment; Practical experience in conciliation and arbitration cases will be advantageous; A valid drivers' licence; Skills and competencies: Ability to work under pressure; Computer literacy (MS Office); Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations; Negotiation skills; Problem solving skills; Analytical thinking.
- DUTIES** : Promote sound labour relations in the department; Supervise the activities of subordinates entrusted with inter alia, the co-ordination and administration of grievances, disciplinary hearings and labour relations circulars; Define and introduce labour relations procedures according to the provision of the Labour Relations Act, most particularly, its application in the Public Service in terms of grievances and disciplinary hearings; Handle dispute resolutions for the GPSSBC, conciliation, arbitrations and dismissal disputes; Consult with State Attorneys on more complex matters; Play an active role in the management of strike; Handle correspondence and memoranda of a more complex nature and compile reports for management; Provide training on labour related matters;
- ENQUIRIES** : Mr W. Kumalo ☎ (053) 839 0012
- 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. Email or faxed applications will not be considered
- CLOSING DATE** : 23 July 2012
- POST 27/53** : **SENIOR COURT INTERPRETER REF NO: NC/31/12**
- SALARY** : R149 742 – R 176 391 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office Springbok
- REQUIREMENTS** : A relevant Diploma or Tertiary qualification in Interpreting / Translation or Languages; 3 years practical experience as Court Interpreter; Proficiency in two or more indigenous languages and English; Knowledge of Policies, prescripts, legislation, court proceedings and cultural diversity. A valid drivers' license will be an added advantage. Language requirements: Tswana, English, Afrikaans and isiXhosa are compulsory; Sotho, Sepedi, Tsonga and isiZulu will be an added advantage 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: Render interpreting services Translate Legal Document And Exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Perform Specific Line And Administrative Support Functions; Control and Supervision of Interpreters
- ENQUIRIES** : Mr. J. Tope ☎ (053) 839 0000 ext 2060
- 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. Email or faxed applications will not be considered
- CLOSING DATE** : 23 July 2012
- NOTE** : Applicants will be subjected to a Language test
- POST 27/54** : **COURT INTERPRETER REF NR: NC/32/12**
- SALARY** : R101 007 – R118 983 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Upington Magistrates Office

- REQUIREMENTS** : Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a Language test; A valid drivers' license will be an added advantage. Language requirements: Xhosa, English, Afrikaans and Tswana are compulsory. Sotho, Sepedi, Tshonga and isiZulu will be an added advantage 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** : 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; To perform any other duties he / she may be assigned to do in terms of rationalizations of functions by the office.
- ENQUIRIES** : Mr R. Meza ☎ (053) 839 0000 ext 2057
- 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. Email or faxed applications will not be considered
- CLOSING DATE** : 23 July 2012
- POST 27/55** : **PROVISIONING ADMINISTRATION CLERK: 9 POSTS REF NO: 12/234/CFO**
12 Months contract
- CENTRE** : Northern Cape: Kimberly
- SALARY** : R71 289 + 37% in lieu of benefits = R97 665.93 per annum. The successful candidate will be required to sign a performance agreement.
- REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant experience in Provisioning Administration / Supply Chain Management will be an added advantage; Demonstrate sound understanding of the PFMA, Treasury Regulations, PPPFA, SCM guidelines and other related prescripts; Knowledge of Public Sector procurement processes, rules and regulation will be an added advantage; Valid EB (08) driver's licence; Skills and Competencies: Computer literacy (MS Word and Excel, e-mail and internet); Good communication skills (written & verbal); Organizational skills; Interpersonal relations; Ability to work under pressure and be self motivated.
- DUTIES** : Key Performance Areas: Keep and update all records on asset register with any assets addition, movement and disposal on JYP including all relevant field within asset register; Bar-code all newly acquired assets; Conduct quarterly assets verification and ensure that assets condition in the register matches the condition of its existence; Identify assets for disposal and facilitate the transfer thereof; Assist with reconciliation of the JYP assets register and BAS; Update records of leases on assets and maintain copies for audit purposes; Follow up on losses reported to Legal liability and update assets register according to assets status;
- ENQUIRIES** : Northern Cape: Ms C Cader ☎ (053) 839 0000/31
- APPLICATIONS** : If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. 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. Email or faxed applications will not be considered.
- CLOSING DATE** : 23 July 2012