

## 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 10/39** : **DEPUTY DIRECTOR: MEDIA RESEARCH REF NO: 13/81/PEC**

**SALARY** : R464 919 – R547 656 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : A 3-year Degree/National Diploma in Media Studies/relevant qualification; 6 years working experience in the relevant field of which 3 years should be in the media environment. Skills and Competencies: Good communication (written and verbal); Management skills; Computer literacy; Good interpersonal relations; Creative and analytical; Ability to work independently and under pressure.

**DUTIES** : Key Performance Areas: Build internal capacity for effective and efficient rapid response system; Manage media monitoring processes, surveillance, analysis of communication environment; Coordinate the production of weekly, quarterly and monthly media analysis reports, Conduct communications audits, surveys and research on perceptions; monitor parliamentary work.

**ENQUIRIES** : Mr. J M Motsieloa 012 315 1351

**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** : 18 March 2013

**POST 10/40** : **IT INFRASTRUCTURE MAINTENANCE AND SUPPORT REF NO: 13/84/ISM**  
Three year contract appointment

**SALARY** : R464 919 – R547 656 per annum. (All inclusive), the successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : A relevant Degree/National Diploma in Information Technology; Experience and certification in ITIL, Cobit and ISO standards and a good understanding of implementing Itil ICT service delivery; 3 years experience in IT Environment with focus on ICT service delivery, incident and problem management; Project management experience in IT public sector environment and exposure to IT policies, ITIL, Cobit as well as IT auditing standards; The following serves as recommendation Knowledge of security & ISO standards, in Itil and its implementation, ICT monitoring and reporting Skills and Competencies: Facilitation and presentation skills; Interpersonal skills; Problem solving and decision making; Communication (written and verbal) skills; Computer literacy; Attention to details.

**DUTIES** : Key Performance Areas: Direct and manage strategic and tactical problem and design problem management processes from an ITIL IT services management; Review the Infrastructures calls logged and manage the implementation of the

		solutions; Use the ICT tools in the Department for monitoring the IT Infrastructure usage and incidents; Produce ICT infrastructure reports and recommend corrective actions; Develop policies, procedures and standards for problem management department, ensure compliance, review and update problem management; Provide technical advisory service pertaining to IT infrastructure; Ensure effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms E Zeekoei (012) 315 1436
	:	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
<b><u>CLOSING DATE</u></b>	:	18 March 2013
<b><u>POST 10/41</u></b>	:	<b><u>PROVINCIAL MANAGER: COURT INTERPRETING REF NO: NC/11/13</u></b>
<b><u>SALARY</u></b>	:	R464 919 – R 547 656 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Regional Office Kimberley
	:	NQF level 4/ Grade 12 and relevant tertiary education at NQF 6 or equivalent qualification; 6 years experience in interpreting of which 3 years should be at supervisory level. Proficiency in three or more indigenous languages and English; A valid driver's license will serve as an added advantage. Skills and Competencies: Communication skills; Listening skills; interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage legal interpreting and language services of the Province. Develop the legal interpreting and language services operational plan of the Province. Manage both human and non human resources of legal Interpreting and language services in the Province. Manage special projects of legal interpreting and language services. Co-ordinate the interpreting and language services activities in the province. Manage the legal interpreting and language services Stakeholder Manage Evaluation and Quality Assurance. Manage operational efficiency of language services in the Province. Manage compliance of the code of conduct.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P. Mphato (053) 839 0000
	:	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.
<b><u>CLOSING DATE</u></b>	:	18 March 2013
<b><u>POST 10/42</u></b>	:	<b><u>DEPUTY DIRECTOR: THIRD PARTY FUNDS: GUARDIAN FUND REF NO: 13/69/CFO</u></b>
	:	1 Year Contract Appointment
<b><u>SALARY</u></b>	:	R464 919-R547 656 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria
	:	A degree in Financial Management/Accounting or equivalent qualification; A minimum of 5 years relevant experience in a financial accounting/management environment, of which a minimum of 3 years must be at middle management level; A sound knowledge of the Public Finance Management Act and National Treasury Regulations; Knowledge of Third Party Functions (TPF) system will be an advantage; Knowledge of GRAP/GAAP, Trust Account; Knowledge and working experience on a recognized accounting software package will be an advantage; A valid driver's license. Skills and Competencies: Financial management; Supervisory skills; Strategic management abilities; Sound analytical, statistical and problem solving; Computer literacy (MS Word and MS Excel); Communication skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage financial operations, monitor and support Regions on Third Party Fund matters; Provide training to all regional TPF sections on monthly basis; Assist the Director with any adhoc duties; Provide effective people management; Monitor and support Regional TPF teams to finalize outstanding EFT

		Deployment to all courts within their perspectives regions; Assist in the compilation of TPF Financial Statements.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. E. Zeekoeie (012) 315 1436
	:	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, 1st Floor, Momentum Building, East Towers, 329 Pretorius Street, Pretoria
<b><u>CLOSING DATE</u></b>	:	18 March 2013
<b><u>POST 10/43</u></b>	:	<b><u>CLUSTER MANAGERS: COURT INTERPRETING 3 POSTS</u></b>
		<b>REF No: NC/12/13</b>
		<b>REF No: NC/13/13</b>
		<b>REF NO: NC/14/13</b>
<b><u>SALARY</u></b>	:	R236 532 – R 285 729 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Kimberley, Upington and Springbok Magistrate Office
	:	NQF level 4/ Grade 12 and relevant tertiary education or equivalent qualification; 6 years experience in interpreting of which 3 years should be at supervisory level. Proficiency in three or more indigenous languages and English; A valid driver's license will serve as an added advantage. Skills and Competencies: Communication skills; Listening skills; interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage legal interpreting and language services and stakeholder relations in the Cluster; Develop the legal interpreting and language services operational plan for the Cluster. Manage both human and non human resources of legal Interpreting and language services in the Province. Manage special projects of legal interpreting and language services in the Cluster; Co-ordinate the interpreting and language services activities in the Cluster; Manage training and development of Court Interpreters; Manage operational efficiency of language services in the Cluster; Manage compliance of the code of conduct.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P. Mphato (053) 839 0000
	:	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.
<b><u>CLOSING DATE</u></b>	:	18 March 2013
<b><u>NOTE</u></b>	:	A separate application must be submitted for each post.
<b><u>POST 10/44</u></b>	:	<b><u>ASSISTANT DIRECTOR: MEDIA RESEARCH AND LIAISON REF NO: 13/03/PEC</u></b>
<b><u>SALARY</u></b>	:	R236 532 – R278 616 per annum. The successful candidates will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office
	:	Degree/ National Diploma in journalism/communication or equivalent qualification; 2 years experience in a media liaison environment; Proficiency in at least two official languages; A valid driver's license. Skills and competencies: Communication skills (verbal and written); Advanced writing and editing skills; Computer skills; Interpersonal skills; Ability to work under pressure; Creative and analytical skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Develop and facilitate implementation of targeted communication strategies for the Department; Monitor, evaluate and take corrective action on the implementation of targeted communication strategies; Ensure effective use of the Department's new media platforms; Draft media statements and news articles for Department; Manage the coordination of press briefings. Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms DM Modibane 012 315-1668
	:	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** : 25 March 2013

**POST 10/45** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS REF: NO: NC/09/13**

**SALARY** : R236 532 – R 285 729 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate Office Springbok

**REQUIREMENTS** : A Three (3) year Degree or National Diploma in Financial Management or relevant equivalent qualification; 3 years relevant financial experience; Knowledge and understanding of the PFMA, Treasury Regulations and relevant Government regulations and policies; Knowledge and practical experience of the Basic Accounting System, Supply Chain Management and Budgeting process in Government; A valid driver's license; Ability to work extended hours and travel extensively, when required; JDAS knowledge and experience will be an added advantage; Skills and Competencies: Knowledge and experience of BAS, JDAS, JYP, PERSAL, PFMA, Treasury Regulations, Departmental Financial Instructions, Budgets, Assets and Supply Chain Management; Computer literacy; Proven managerial, communication (verbal and written) skills; Interpersonal relations; Ability to work under pressure and overtime if required;

**DUTIES** : Key Performance Areas: Identify financial problems and risks by conducting compliance assessments to the Area Court Manager, Court Manager and Regional Financial Manager; Define and introduce financial control, procedures and methods towards achieving a NAQ status; Monitor the implementation of audit recommendations and action plan to ensure compliance; Monitor and support sub offices with budget formulation; allocation; executing and reporting; Monitoring and reporting on effective supply chain and asset management in line with Supply Chain Management Processes and prescripts; Monitor and render support with Cluster's monthly reconciliation of third party funds; Responsible for coaching, mentoring and training of staff on all financial and supply chain management prescripts; Assist and support with the implementation of financial systems

**ENQUIRIES** : Ms R. De Klerk (053) 839 0000 ext 2015

**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** : 18 March 2013

**POST 10/46** : **LEGAL RESEARCHER REF NO: 13/71/CS**

Division: Office of the Chief Family Advocate

**SALARY** : R236 532– R278 616 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An LLB or four year recognized legal qualification; 3 years relevant experience; Knowledge of Family Law; A valid driver's license. Skills and Competencies: Computer literacy; Report writing skills; Research and analytical skills; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Project management, including planning and organizing skills; Ability to work under pressure.

**DUTIES** : Key Performance Areas: Develop and conduct legal research in support of the Family Advocate as a Central Authority; Maintain monthly statistics of the Hague Convention matters and liaise with International Central Authorities; Update the Office of the CFA with the ratification and acceptance by South Africa or by other participating states; Maintain the Family Advocate's webpage in relation to General Information and decided cases pertaining to work done; Monitor and bring attention to the Office of the CFA and its subordinates the new developments in law and jurisprudence. Conduct any other research related matters as required by the Office of the Chief Family Advocate

**ENQUIRIES** : Mr M. G. 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 Street, Pretoria
<b><u>CLOSING DATE</u></b>	:	18 March 2013
<b><u>POST 10/47</u></b>	:	<b><u>ASSISTANT DIRECTOR: STATISTICAL ANALYSIS AND REPORTING 2 POSTS</u></b> <b><u>REF NO: 13/83/CS</u></b> Re-Advertisement
<b><u>SALARY</u></b>	:	R236 532 – R278 616 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>	:	A Degree in Statistics or equivalent qualification; 3 years' experience in Statistical Analysis; A valid driver's license. Skills and Competencies: Analytical skills; Communication skills (verbal & written); Computer skills (Ms Office, SPSS & SAS Software); Project management; Interpersonal skills; Numerical skills; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Design and develop data collection systems and survey instruments; Manage and administer data collection instruments and surveys; Establish channels for the collection of data; Collate, analyze and interpret statistics; Produce statistical publications, report, newsletters and presentations; Develop and maintain database containing various datasets; Develop sampling and basic sampling statistical methods and also estimation and interpretation of resulting; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Ms C Patrick (012) 315 1150
<b><u>APPLICATIONS</u></b>	:	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 Street, Pretoria.
<b><u>CLOSING DATE</u></b>	:	18 March 2013
<b><u>NOTE</u></b>	:	Candidates will be expected to write competency test on the day of the interview
<b><u>POST 10/48</u></b>	:	<b><u>ESTATE CONTROLLER EC1 10 POSTS</u></b> Re-advertisement <b>CAPE TOWN REF: 13/72/MAS</b> <b>MAHIKENG REF: 13/73/MAS</b> <b>GRAHAMSTOWN 13/74/MAS</b>
<b><u>SALARY</u></b>	:	R123 453 per annum. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Master of the High Court: Cape Town (X7), Mahikeng (1) and Grahamstown (2)
<b><u>REQUIREMENTS</u></b>	:	An LLB degree or recognized four year legal qualification; A valid driver's license will serve as a recommendation. Skills and Competencies: Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Administer deceased- and insolvent estates, Curatorships, Trusts and all aspects related to the administration thereof; Render professional service to clients in line with the service level agreements; Identify and report opportunities or problems that may impact on service level agreements or effectiveness of operations to the Assistant Master; Assist with training and development of new staff; Prepare all monthly management and court reports in the prescribed formats; Capture information, scan documents on the system and report deceased estates.
<b><u>ENQUIRIES</u></b>	:	Mr S Maeko 012 – 315 1996
<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.
<b><u>CLOSING DATE</u></b>	:	18 March 2013
<b><u>NOTE</u></b>	:	Separate application must be made for each centre quoting relevant reference number

<b><u>POST 10/49</u></b>	:	<b><u>REGISTRAR REF NO: 14/13EC</u></b>
<b><u>SALARY</u></b>	:	R123 453 – 234 519 Salary will be determined in accordance with experience as per OSD determination.
<b><u>CENTRE</u></b>	:	Magistrate, Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	An LLB degree (or equivalent); Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-Ordinate Case Flow Management Support Processes to the Judiciary and prosecution; Issue all Processes Initiating Court Proceedings; Process and grant judgments by default as required by the Magistrates Court; Issue, keep, check, and analyze court statistics; Manage the Civil Section, including divorce cases; Assist the public with court procedures and issue court orders; Implement rules, procedures and practices and costs periodically in co-operation with the Regional Court President, Court Manager and Judiciary; Manage court information relating to civil and divorce cases, and the submission of returns to the Head of Court and the Department; Manage tax legal bills of costs and attend to the review which may follow from such taxation; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act
<b><u>ENQUIRIES</u></b>	:	Mr. Ndamase 043 702 7000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
<b><u>CLOSING DATE</u></b>	:	18 March 2013