

DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
REF NO: 23/100/CA
CENTRE: PROVINCIAL OFFICE: WESTERN CAPE

SALARY: R1 162 200 – R1 365 411 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An undergraduate qualification (NQF level 7) in Labour Relation/ Human Resource Development/ Human Resource Management/ Industrial and Organisational Psychology as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); 5 years' experience at a middle/senior managerial level; Knowledge and understanding of Labour Relation Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Employee Health and Wellness Integrated Strategic Framework in the Public Service; Knowledge and understanding of the Public Service statutory Frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act (PFMA), Government initiatives and decisions, etc.

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.

KEY PERFORMANCE AREAS: Manage the provision of human resource administration services; Manage the implementation of human resource development and performance management system; Manage and promote sound employee relations; Manage the implementation of employee health and wellness programmes; Provide effective people management.

ENQUIRIES: Mr. J Maluleke Tel No (012) 315 1090

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.

COURT MANAGER: (2 POSTS)
CENTRE: MAGISTRATE OFFICE: SENWABARWANA: REF NO: 63/23/LMP (1)
CENTER: MAGISTRATE OFFICE: BLOEMFONTEIN: REF NO: 23/63/FS (1)

SALARY: R527 298 – R617 622 per annum. The successful candidates will be required to sign a performance agreement.

REQUIREMENTS: An undergraduate National Diploma/ Degree qualification (NQF level 6) as recognized by SAQA in Public Administration/ Management/ Law/ Legal studies or field of study or equivalent legal qualification; A minimum of 3 years experience in court management environment with a minimum of 2 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; Applied 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.

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.

ENQUIRIES: Limpopo Ms M P Mongalo Tel No (015) 287 2037 or Ms M Mathos Tel No (015) 287 2035

ENQUIRIES: Bloemfontein: Ms. N Dywili Tel No (051) 407 1800.

APPLICATIONS: Limpopo Quoting the relevant reference number, direct your application to:
Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag x 9526, Polokwane 0700 **OR Physical address:** Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699.

APPLICATIONS: Bloemfontein: Quoting the relevant reference number, direct your applications to: The Director HR, Private Bag X20578, **BLOEMFONTEIN**, 9300 or hand deliver to Physical Address: 53 Colonial Building, Charlotte Maxeke Street, **BLOEMFONTEIN**, 9301

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

ASSISTANT DIRECTOR: SECURITY RISK AND MANAGEMENT REF NO: 23/62/FS CENTRE: PROVINCIAL OFFICE, FREE STATE
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SALARY: R424 104 – R 496 467 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: Three year National Diploma/ Degree in Security Management/Risk Management or equivalent qualification; PSIRA Grade B, Three years experience in Security Management at supervisory level; A valid driver's license; Knowledge of the MISS document of 1998; Control of Access to Public Premises and Vehicle Act. 1985 (Act No: 53 of 1985); The successful candidate will be required to travel extensively.

SKILLS AND COMPETENCIES: Excellent communication skills (verbal and written); Computer literacy (MS Office); Project management skills: Presentation skills; Ability to work under pressure; Administrative and organizational skills; Good interpersonal relations; Accuracy and attention to details; Investigation skills.

KEY PERFORMANCE AREAS: Monitor the implementation of departmental security systems and policies; Manage security at sub-offices in the province and monitor the implementation of security measures at courts; Promote and facilitate security awareness and education

programmes; Conduct security threats and risk audits; Roll out the Contingency Plan and OHS compliance at sub-offices within the region.

ENQUIRIES: Ms N Dywili Tel No (051) 4071800

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag20578, **BLOEMFONTEIN**, 9300; or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, **BLOEMFONTEIN**, 9301

ASSISTANT MASTER MR3-MR5
REF NO: 113/23EC
CENTRE: MASTER OF THE HIGH COURT, GRAHAMSTOWN

SALARY: R293 847 – R1 005 801 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: LLB Degree or four years recognized legal qualification; At least two years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master of the High Court.

SKILLS AND COMPETENCIES: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment; Computer literacy (MS Office).

KEY PERFORMANCE AREAS: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in 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

MAINTANANCE OFFICER (MR1-MR5)
REF NO: 110/23/EC
(THIS IS A RE-ADVERTISEMENT: APPLICANTS WHO PREVIOUSLY APPLIED ARE ENCOURAGED TO RE-APPLY)
CENTRE: MAGISTRATE, CRADOCK

SALARY: R228 915 – R1 005 801 per annum (Salary will be determined in accordance with appropriate experience in the legal field). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: LLB Degree or a four 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; A valid driver's license.

SKILLS AND COMPETENCIES: Computer literacy (MS Office); Numeracy Skills; Communication skills (verbal and written); Extensive knowledge of the maintenance system; and family law matters.

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.

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

NOTE: Suitable candidate will also be responsible to work at other offices in The Chris Hani District).

ESTATE CONTROLLER – EC1-EC4 REF NO: 111/23EC CENTRE: MASTER OF THE HIGH COURT, BISHO

SALARY: R228 915 – R531 381 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An LLB degree or recognized four years legal qualification.

SKILLS AND COMPETENCIES: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

KEY PERFORMANCE AREAS: Administer deceased and Insolvent Estates, Curatorship's, Trusts and all aspects related to the administration thereof; Determine and assess the Estate duties; Conduct research and draft legal documents; Render administrative function of the office; Coordinate and prepare all monthly management court reports in the prescribed formats.

ENQUIRIES: Mr. A Jilana Tel No (0430 702 7000 / 7010

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.

CLOSING DATE: 18 SEPTEMBER 2023

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