

CHIEF MASTER: MASTER OF THE HIGH COURT AND FAMILY LAW SERVICES
REF NO: 24/32/MAS
CENTRE: NATIONAL OFFICE: PRETORIA

SALARY: R1 741 770 – R1 962 090 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An undergraduate legal qualification (NQF level 7) and a post graduate legal qualification (NQF level 8) as recognized by SAQA; A minimum of 8 years' experience at senior management level in litigation/ masters services; Admission as an Advocate/ Admitted as Attorney with right of appearance at High Court; Nyukela Certificate (Certificate for entry into the Senior Management Service from the National School of Government);

SKILLS AND COMPETENCIES: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; Diversity management; Client orientation and customer focus; Communication skills; Honesty and integrity.

KEY PERFORMANCE AREAS: Oversee and manage the formulation of policy, strategy and facilitation of operational risk management; Oversee, manage and monitor Master's operations in regions; Oversee and manage the administration and delivery of Family Law Services; Oversee, facilitate and manage the stakeholder relations for the Masters Branch; Oversee and provide strategic leadership to the Office of the Master of the High Court; Provide effective people management.

ENQUIRIES: Mr. J. Maluleke ☎ (012) 315 1090

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 **OR email to DOJ24-32-MAS@justice.gov.za**

CHIEF DIRECTOR: MASTERS OPERATIONS
REFERENCE NO: 24/33/MAS
CENTRE: NATIONAL OFFICE, PRETORIA

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

REQUIREMENTS: An undergraduate qualification (NQF level 7) LLB or equivalent 4 year legal qualification as recognized by SAQA Law Degree; 5 years' experience at senior management level in litigation; Admission as an Advocate/ Admitted as Attorney with right of appearance at High Court; Nyukela Certificate (Certificate for entry into the Senior Management Service from the National School of Government); Knowledge of foundations of South African law, private law, constitutional law, criminal law, intellectual property, evidence, African Customary Law and all Masters services with its Legislations/ Act; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation, the law of contract, the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act and the State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions And The State Liability Act; Knowledge and Experience in Office Administration.

SKILLS AND COMPETENCIES: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; Diversity management; Client orientation and customer focus; Communication skills; Honesty and integrity.

KEY PERFORMANCE AREAS: Manage the implementation of deceased estate; Manage the implementation of insolvencies, trust and curatorship; Manage the implementation of guardian's fund; Manage the implementation of master's service delivery standard; Manage and coordinate masters operations projects; Provide effective people management.

ENQUIRIES: Mr. J. Maluleke ☎ (012) 315 1090

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 OR email to **DOJ24-33-MAS@justice.gov.za**

<p>HEAD OF JUSTICE COLLEGE REF NO: 24/34/IDS CENTRE: NATIONAL OFFICE: PRETORIA</p>

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

REQUIREMENTS: An undergraduate qualification (NQF7) as recognised by SAQA in LLB/ Training Management; 5 years experience at senior managerial level in a training environment; Nyukela Certificate (Certificate for entry into the Senior Management Service from the National School of Government); Knowledge and understanding of education, training and development regulatory framework and policies, Human Resources Development strategy and skills development, assessment and evaluation framework, curriculum development, accreditation and quality assurance; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act (PFMA).

SKILLS AND COMPETENCIES: Strategic capability and leadership; Project and programme 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.

KEY PERFORMANCE AREAS: Oversee the design and implementation of the strategies and frameworks that work as catalysts for staff retention in the Department; Oversee the delivery of value-adding learning interventions and methods; Oversee the effectiveness of the learning outcomes and interventions; Oversee the administration, operations and strategic partnerships of the institution; Provide effective people management.

ENQUIRIES: Mr. R. Chauke ☎ (012) 315 1329

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. Pretoria OR email to **DOJ24-34-IDS@justice.gov.za**

NOTE: People with disabilities are encouraged to apply.

DIRECTOR: FINANCE
REF NO: 57/24EC
CENTRE: PROVINCIAL OFFICE: EAST LONDON

SALARY: R1 216 824 – R1 433 355 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An undergraduate qualification (NQF 7) in Financial Management/ Financial Accounting / BCom in Public Finance or Auditing as recognized by SAQA; Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); 5 years' experience at middle/senior managerial level; Knowledge of Financial Management and Accounting at managerial level, Knowledge and understanding of Public Finance Management Act and budget management; Public Service Regulations, Public Service Act, Treasury Regulations and Public Audit Act; A valid driver's license.

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; Honesty and integrity; Personal attributes.

KEY PERFORMANCE AREAS: Monitor and co-ordinate report on financial administration and compliance matters which is aligned to the Medium-Term Strategic Plan and Medium Term Expenditure Framework (MTEF) of the Department; Provide efficient and effective financial administrative support with respect to financial accounting and management accounting .Advise and assist the Provincial Head and Senior Management in the exercise of powers, functions assigned and delegations in terms of PFMA and other relevant legislation; Ensure compliance with the accounting best practices, norms and standards; Establish and maintain effective, efficient and transparent systems of financial management and internal control; Provide effective people management.

ENQUIRIES: Mr A Jilana 📞 (043) 702 7000 / 7010

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 OR email to DOJ24-57-EC@justice.gov.za

DIRECTOR: FORENSIC AUDIT AND INVESTIGATION
REFERENCE NO: 24/43/DG
CENTRE: NATIONAL OFFICE, PRETORIA

SALARY: R1 216 824 – R1 433 355 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 B Com Accounting/ Internal Auditing/ LLB as recognized by SAQA; 5 years' experience at middle/senior managerial level in Internal Audit environment; Professional certification in Certified Internal Auditor (CIA)/ Certified Fraud Examiner (CFE); Nyukela Certificate (Certificate for entry in the Senior Management services from school of Government); Knowledge and understanding of Public Finance Management Act, relevant governance prescripts including Treasury Regulations and interpretation of statutes.

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.

KEY PERFORMANCE AREAS: Manage and conduct forensic investigations in relation to fraud, theft and maladministration; Manage the investigations on transgressions reported to the Department; Manage the maintenance of the investigated reports; Manage employee -education and awareness programmes on anti-corruption and Code of-Conduct; Provide effective people management.

ENQUIRIES: Mr. R Chauke 📞 (012) 315 1329

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. OR email to **DOJ24-43-DG@justice.gov.za**

DIRECTOR: VICTIM SUPPORT AND SEXUAL OFFENCES
REFERENCE NO: 24/52/CA
CENTRE: NATIONAL OFFICE, PRETORIA

SALARY: R1 216 824 – R1 433 355 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An LLB (NQF level 7) Degree as recognized by SAQA; 5 years' experience at a middle/ senior managerial level in a legal environment; Nyukela Certificate (Certificate for entry into the Senior Management Services from the National School of Government); Knowledge of the South African legal system and its laws in particular the Constitutional Law and the domestic legal framework relating to the fight against Gender Based Violence and Femicide (GBVF) as well as the application of the international law; Knowledge of the GBVF sector and the multisectoral stakeholder management, criminal court and the establishment of a victim centric justice system, International and provincial protocols on victim support and gender-based violent crimes; Knowledge of legal framework on Gender-Based Violence and Femicide and related case law, as well as the Presidential Summit Declaration on Gender-Based Violence and Femicide; Knowledge and understanding of Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instruction and Public Finance Management Act.

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; Honesty and integrity.

KEY PERFORMANCE AREAS: Manage the implementation of legal framework on Sexual Offences; Manage the implementation of legal framework, programmes on victim support and related matters; Manage the implementation of legal framework on older persons; Provide effective people management.

ENQUIRIES: Mr. S. Kgafela 📞 (012) 315 1042

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. OR email to **DOJ24-52-CA@justice.gov.za**

NOTE: People with disabilities are encouraged to apply.

DIRECTOR: MUTUAL LEGAL ASSISTANCE AND EXTRADITION
REF NO: 24/37/CD
CENTRE: NATIONAL OFFICE, PRETORIA

SALARY: R1 216 824 – R1 433 355 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An undergraduate qualification (NQF level 7) LLB specialization in International Law or International Relations as recognized by SAQA; 5 years' of experience at a middle/senior managerial level in a legal environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of South African foreign policies and national interest, international law and relations; Knowledge of criminal, civil law, international law, constitutional law cases and relations; Knowledge and understanding of the Constitution of South Africa; Knowledge of government prescripts, Public Finance Management Act (PFMA), Treasury Regulations and Interpretation of statutes.

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.

KEY PERFORMANCE AREAS Manage the processing and coordination of requests for mutual legal assistance and extradition, enforcement of foreign orders on behalf of the Department; Initiate, facilitate, coordinate negotiations on mutual legal assistance in criminal matters and extradition agreements with foreign countries and relevant entities; Manage the process of reciprocal enforcement of foreign maintenance orders; Represent the department in bi-national and multilateral engagements; Provide effective people management.

ENQUIRIES: Ms. MD Modibane ☎ (012) 315 1668

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 **DOJ24-37-CD@justice.gov.za**

DIRECTOR: CONSTITUTIONAL RESEARCH AND REVIEW
REFERENCE NO: 24/38/CD
CENTRE: NATIONAL OFFICE, PRETORIA

SALARY: R1 216 824 – R1 433 355 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Humanities/Social/Political Sciences/LLB; 5 years' experience at a middle/ senior managerial level; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of Public Finance Management Act, Prescripts, Act and regulations within the Justice and Constitutional Development area, Human Rights laws; Knowledge and understanding of Human Rights developments, Constitution of South Africa and relevant governance prescripts.

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.

KEY PERFORMANCE AREAS: Manage and conduct research on legislation impacting on constitutional democracy, fundamental human rights and constitutional values; Manage and conduct constitutional research and review; Manage and facilitate an enabling environment for research and review in government; Monitor implementation of the constitutional instruments and tools by the three spheres of government; Provide effective people management.

ENQUIRIES: Ms MD Modibane 📞 (012) 315 1668

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 DOJ24-38-CD@justice.gov.za.

DIRECTOR: LANGUAGE SERVICES AND INTERPRETING
REFERENCE NO: 24/39/CA
CENTRE: NATIONAL OFFICE, PRETORIA

SALARY: R1 216 824 – R1 433 355 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Legal Interpreting, Language Practice, Linguistic or relevant qualification; 5 years' experience at a middle/senior managerial level of which 3 years must be in the language and interpreting environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act; Knowledge of Criminal, Civil and family cases, Constitutional law cases, court operations and Policy development.

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; Honesty and integrity.

KEY PERFORMANCE AREAS: Manage the provision of language interpretation services in court proceedings; Manage and facilitate the implementation of language policy within the Department; Manage the coordination, reporting and analysis of court interpreting information and translation; Manage the quality assurance for court interpreting and translation services; Provide effective people management.

ENQUIRIES: Mr S. Kgafela 📞 (012) 315 1042

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 DOJ24-39-CA@justice.gov.za.

DIRECTOR: MEDIA RESEARCH AND LIAISON
REFERENCE NO: 24/35/IDS
CENTRE: NATIONAL OFFICE: PRETORIA

SALARY: R1 216 824 – R1 433 355 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA in Communication Science, Journalism or Media Studies or relevant qualification; 5 years of experience at middle/senior managerial level within the Communications Management environment; Experience in media management, strategic communication and stakeholder management; Knowledge of media research and liaison for an organisation/department, crisis communication and managing media relations; Knowledge of government communication strategies and policies; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, Government initiatives and decisions.

SKILLS AND COMPETENCIES: 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; Strategic capability and leadership; Honesty and integrity.

KEY PERFORMANCE AREAS: Enhance the image of the Department and facilitate the dissemination of information through the media; Manage the provision of media research, monitoring and analysis support for the Department; Manage the development of content for various external media platforms; Manage content for all identified products and platforms for external media dissemination; Provide effective people management.

ENQUIRIES: Mr. S. Maeko ☎ (012) 315 1996

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 OR email to **DOJ24-35-IDS@justice.gov.za**

NOTE: Preference will be given to women and people with disability.

CLOSING DATE: 23 SEPTEMBER 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 position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.