

PROVINCIAL HEAD**REF NO: 24/54/FS****CENTRE: PROVINCIAL OFFICE: FREE STATE**

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: REQUIREMENTS: An undergraduate qualification as recognized by SAQA in Social Science, Law / Public Administration/Management; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government); 5 years' experience at a senior managerial level in court/Administration; Knowledge of Public Finance Management Act (PFMA) and Budget Management, Treasury Regulations, Public Service Regulations and all relevant governance prescripts; Knowledge and understanding of the Constitution, case law, criminal, civil and family cases and interpretation of relevant statutes; Knowledge of Human Resource Practices, Financial Management Practices, Service Delivery Improvement Models, Facility and Security Management.

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 skills; Honesty and integrity.

KEY PERFORMANCE AREAS: Manage justice operations and related services in the province; Manage the provision of legal administration and advisory services; Manage and monitor human resource management and development services in the province; Manage and administer the provision of financial management services in the province; Manage and facilitate stakeholder relationship; Provide effective people management.

ENQUIRIES: Ms. N. Dywili ☎ (073) 775 0709

APPLICATIONS: Please direct your applications to: The Director: Human Resource, Private Bag X20578, BLOEMFONTEIN, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger Street,
OR email to DOJ24-54-FS@justice.gov.za

DIRECTOR: ICT TESTING AND QUALITY ASSURANCE**REF NO: 24/50/ICT****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 Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at middle/senior managerial level of which 3 years must be in Testing/Quality Assurance; Nyukela certificate (Certificate for entry into the Senior Management Services from the National School of Government). Knowledge of ICT Audit Management; ICT Governance Framework, ICT Strategy and Planning; ICT Planning and Monitoring Framework; ICT Policy Development, ICT Project Management Methodologies (e.g PMBOK, PRINCE 2), Waterfall SDLC methodologies, ICT

Risk Management; Modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations.

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 development of the Test Strategies and Test plans; Manage and facilitate the Analysis, Design, Execution and Quality Assurance process; Manage and maintain the Quality Assurance environments and Testing Tools/Software; Manage Service Level Agreement/Service provider; Provide effective people management.

ENQUIRIES: Ms M Kganyago 📞 (012) 315 1844

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 DOJ24-50-ICT@justice.gov.za.

DIRECTOR: ICT SYSTEM MANAGEMENT AND BUSINESS INTELLIGENCE, REF NO: 24/51/ICT

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

CENTRE: National Office, Pretoria

REQUIREMENTS: An undergraduate qualification (NQF level 7) in Information Communication Technology as recognized by SAQA; 5 years of experience at middle/senior managerial level; Nyukela certificate (Certificate for entry into the Senior Management Services from the National School of Government); Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Policy Development, ICT Planning and Monitoring Framework; Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government financial processes and systems.

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 development of Business Applications; Manage the maintenance of Business Applications; Manage functional support and enhancements to Business Application; Manage the provision of business intelligence services; Provide effective people management.

ENQUIRIES: Ms M Kganyago 📞 (012) 315 1844

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 DOJ24-51-ICT@justice.gov.za.

DIRECTOR: ICT ENTERPRISE ARCHITECTURE, REF NO: 24/44/ICT

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

CENTRE: National Office, Pretoria

REQUIREMENTS: An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at middle/ senior management level in ICT management of which 3 years must be in ICT Enterprise Architecture; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Strategic & Operational Planning, Corporate Governance of ICT, ICT policy development, ICT risks, ICT audits and ICT related compliance, ICT Audit Management, ICT Planning and Monitoring Framework, modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, Government financial processes and systems.

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.

DUTIES: KEY PERFORMANCE AREAS: Manage the design, development and maintenance of the ICT Enterprise Architecture; Manage the design, development and maintenance of ICT Business and Data Architectures; Manage the implementation of ICT Technology and Application Architectures; Provide effective people management.

ENQUIRIES: Ms M Kganyago 📞 (012) 315 1844

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 DOJ24-44-ICT@justice.gov.za

**DIRECTOR: LEGAL ADMINISTRATION AND ADVOCACY (2 POSTS)
NORTHERN CAPE, REF NO: 24/48/NC AND FREE STATE, REF NO: 24/47/FS
CENTRE: PROVINCIAL OFFICE: NORTHERN CAPE AND FREE STATE**

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 or appropriate legal or law degree (NQF level 7) as recognized by SAQA; A post graduate qualification in Law or legal will be an added advantage; 6 years' experience in the field of Law, court administration/ management environment of which 5 years should be at middle/ senior managerial level; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the National School of Government); Knowledge and understanding of Public Finance Management Act, Public Service Regulations, Treasury Regulations, etc.; Knowledge of the law, International law and relations; Knowledge and understanding of the Constitution, Constitutional law cases, criminal, civil and family cases.

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 provision of legal administration and statutory appointment; Manage family law services (Maintenance, Child Justice and Intermediary); Manage language and interpreting services in the province; Facilitate the promotion and awareness of justice related services; Manage customer/client relations and service delivery; Provide effective people management.

ENQUIRIES: NORTHERN CAPE: Mr J Tope ☎: (053) 802 1300

ENQUIRIES: FREE STATE: Ms. N. Dywili ☎ (073) 775 0709

APPLICATIONS: NORTHERN CAPE: Quoting the relevant reference number, direct your application to: **Postal address:** The Provincial 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 **OR** email to DOJ24-48-NC@justice.gov.za

FREE STATE: Please direct your applications to: The Director: Human Resource, Private Bag X20578, **BLOEMFONTEIN**, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger Street,

OR email to DOJ24-47-FS@justice.gov.za

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

CLOSING DATE: 30 SEPTEMBER 2024

CLOSING DATE FOR THE POST BELOW IS 07 OCTOBER 2024

DIRECTOR: EMPLOYEE RELATIONS: REF NO: 24/62/HR

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

CENTRE: National Office, Pretoria

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Labour Relations; 5 years' experience at middle/ senior managerial level in Employee Relation environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc; Knowledge of Labour Relation Act, Employment Equity Act and Basic Conditions of Employment Act.

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; and Honesty and integrity.

KEY PERFORMANCE AREAS: Manage grievances and employee disciplinary processes; Manage establishment and maintenance of relationships; Manage negotiation processes; Manage human, finance and other resources.

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 DOJ24-62-HR@justice.gov.za**.

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.