

SOLICITOR – GENERAL (5-YEAR RENEWABLE CONTRACT)
REF NO: 24/64/SG
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 appropriate undergraduate legal qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA; A minimum of 8 years' experience at Senior Management Level; At least 3 years of experience must be as a member of the SMS in the Public Service, State Entity or Constitutional Entity; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Admission as an Advocate / Attorney of the High Court; Extensive Experience in litigation, including the litigation of high-profile cases; Knowledge of the Constitutional Law and the different branches of the South African Law; Understanding of the Organisational, Departmental and Government's vision and plans in order to be able to give effect thereto; Knowledge of policy development processes and excellent legal interpretation skills on the impact of court judgements on government litigation, An understanding of the department's strategic intent and direction as well as the core business of the department and its various components; Knowledge of Budgeting, Public Administration and Public Management; Knowledge and understanding of the Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions (DFI), Public Finance Management Act (PFMA) and related processes and prescripts.

SKILLS AND COMPETENCIES: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Services Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

DUTIES: Key Performance Areas: Oversee, coordinate and manage all litigation in which the State is involved; Manage the development and implementation of policy relating to the functions of the State Attorney Offices and provision of efficient legal service; Represent the State Department at National, Provincial and Local Government on litigation matters; Coordinate and manage litigation operations support services for the Office of the Solicitor-General (OSG); Manage human, finance and other resources.

ENQUIRIES: Ms A Van Ross (012) 315 1094

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 DOJ24-64-SG@justice.gov.za**.

CHIEF DIRECTOR: LITIGATION POLICY PLANNING & STRATEGY
REF NO: 24/42/SG
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 appropriate legal qualification (NQF level 7) as recognized by SAQA; 8 years' experience in litigation of which 5 years must be at senior managerial level; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the School of Government); Knowledge and understanding of litigation, Organisational, Departmental and Government vision and plans to give effect thereto, policy development, interpretation and impact of court judgements on litigation, the department's strategic intent and direction as well as the core business of the department and of the various components in the Department; Knowledge and understanding of 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.

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.

DUTIES: Key Performance Areas: Oversee the management of policy development and implementation; Monitor and evaluate compliance with court decisions and orders; Manage and assess strategic litigation plans; Implement and evaluate risk mitigation strategies to address potential risks associated with litigation against the State; Provide effective people management.

ENQUIRIES: Mr. J Maluleke Tel: (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 email to DOJ24-42-SG@justice.gov.za**
OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

DIRECTOR: INFRASTRUCTURE DELIVERY SERVICES
REF NO: 24/41/HR
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 (NQF level 7) as recognized by SAQA in Built environment; 5 years experience at a middle/senior managerial level in infrastructure planning/delivery environment; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of Infrastructure Delivery Management System; Government Immovable Asset Management Act, Occupational Health and Safety Act, Construction Industry Development Board Act and Regulations, Council of Built Environment Act; 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, Public Finance Management Act and Supply Chain Management framework.

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.

DUTIES: Key Performance Areas: Manage the development and implementation of the construction procurement strategy; Manage the implementation of infrastructure plans and programmes; Monitor the implementation of construction management services; Manage the implementing agencies and service level delivery agreements; 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 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**

HR@justice.gov.za

DIRECTOR: INFRASTRUCTURE PLANNING
REF NO: 24/40/HR
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 (NQF level 7) as recognized by SAQA in Built Environment or equivalent; 5 years experience at a middle/senior managerial level in infrastructure planning; Registration as a professional with any relevant Built Environment council will be an added advantage; Knowledge and understanding of Government Immovable Asset Management Act, Occupational Health and Safety Act, Construction Industry Development Board Act and Regulations; Knowledge of Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management 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; Honesty and integrity.

DUTIES: Key Performance Areas: Manage the user demand in terms of User Asset Management Plan; Manage infrastructure and property planning projects; Manage built environment professional services in all projects; 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 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 **DOJ24-40-HR@justice.gov.za**

DIRECTOR: EMPLOYEE HEALTH AND WELLNESS
REF NO: 24/61/HR
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 Social Work/ Psychology; Registration with the South African Council for Social Service Professions or Health Profession Council of South Africa; 5 years experience at middle/ senior management level in Employee Health and Wellness environment; Nyukela Certificate (Certificate for entry into the Service Management Service from the National School of Government); Knowledge on Health and Wellness Integrated Strategic Framework in the Public Services; Understanding of all PILIR processes, COID and Occupational Health and Safety Act, counselling and trauma management; Knowledge of Financial Management and regulatory framework/ guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions.

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 development and implementation of wellness programmes; Manage the development and implementation of health and productivity interventions; Manage the implementation of HIV, TB and STIs programmes; Manage the coordination and implementation of Safety, Health, Environment and Risk Management (SHER) in the workplace; 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 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 DOJ24-61-HR@justice.gov.za

DIRECTOR: TRIBUNAL AND QUASI JUDICIARY
REF NO: 24/59/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/Social Sciences/Public Management (NQF 7) Degree as recognized by SAQA; 5 years' experience at a middle/senior managerial level; Nyukela Certificate (Certificate for entry into the Senior Management Services from the National School of Government); Knowledge and understanding of Tribunals, Commissions of Enquiry, Committees establishments, court demarcations and local government arrangement and South African Court System; 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 Administration, Statistical and Legal processes. 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; Communication skills; Honesty and integrity.

DUTIES: Key Performance Areas: Manage the provision processes for the establishment and management of quasi judiciary; Manage the provision of legal processes for the establishment of specialized courts; Manage the provision of legal processes for the court demarcations; 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. **OR email to** DOJ24-59-CA@justice.gov.za

DIRECTOR: JUSTICE ADMINISTERED FUND, FINES AND STATE ATTORNEY MONIES
REF NO: 24/63/FMS
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 (NQF level 7) as recognized by SAQA in Financial Accounting/Financial Management/Internal Audit; 5 years' experience at middle/senior management level in financial management environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of Public Audit Act; Knowledge and understanding of the legislative framework Financial Management and the regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations and Public Finance Management 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; Honesty and integrity.

DUTIES: Key Performance Areas: Manage the administration of various categories of monies on behalf of Third Parties in the Department; Administer and monitor the banking services and electronic payments for the National Office and Provincial Offices; Manage and monitor Justice Administered Fund financial accounting and reporting for the department; Manage and monitor the administration of the Justice Administered Fund Act; Manage and evaluate the possible financial risk (Interest rate risk and Operational risk) to alleviate the fund's exposure to risk; Manage and monitor the development and implementation of administrative processes, guidelines and policies for Justice Administered Fund, Fines and State Attorney Monies; 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 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 DOJ24-63-FMS@justice.gov.za**

DIRECTOR: MUTUAL LEGAL ASSISTANCE AND EXTRADITION: (THIS IS A RE-ADVERTISEMENT - APPLICANTS WHO PREVIOUSLY APPLIED NEED NOT RE-APPLY AS THEIR APPLICATIONS WILL STILL BE CONSIDERED)

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; 5 years' of experience at a middle/senior managerial level in a legal environment; A postgraduate qualification in International Law or International Relations as recognized by SAQA will serve as an added advantage. 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.

DUTIES: 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: (THIS IS A RE-ADVERTISEMENT - APPLICANTS WHO PREVIOUSLY APPLIED NEED NOT RE-APPLY AS THEIR APPLICATIONS WILL STILL BE CONSIDERED)
REF 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) LLB as recognized by SAQA; 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.

DUTIES: 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.

CLOSING DATE: 07 OCTOBER 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 these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target