

# THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT



## **DIRECTOR: BILATERAL AND MULTILATERAL LEGAL RELATIONS**

**REF NO: 25/08/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 LLB qualification (NQF level 7) as recognized by SAQA; A minimum of 5 years post qualification experience at middle / senior managerial level in the field of international relations or international law; Nyukela Certificate (Certificate for entry into Senior Management Service from School of Government); Admission as an Advocate/attorney;

**ENQUIRIES:** Ms. D. Modibane (012) 315 1668

## **DIRECTOR: LEGISLATIVE IMPLEMENTATION**

**REF NO: 25/07/LD**

**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 qualification at NQF level 7 as recognized by SAQA; 5 years' experience at middle/ senior management level in a legislation development environment; Nyukela Certificate (Certificate for entry into the Service Management Service from the National School of Government);

**ENQUIRIES:** Ms. M. Kganyago ( (012) 315 1844

## **CLOSING DATE OF ALL THE ABOVE POSTS:**

**24 FEBRUARY 2025**

## **CLOSING DATE OF THE BELOW POST:**

**17 FEBRUARY 2025**

## **MASTER (HEAD OF OFFICE)**

**REF NO: 34/25EC**

**CENTRE: MASTER OF THE HIGH COURT  
GRAHAMSTOWN**

**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 Degree (NQF 7) 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; Admittance as an Advocate/Attorney with the right of appearance at High Court.

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

**NOTE:** Interested applicants may visit the following website: [www.justice.gov.za](http://www.justice.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) to view the full job specification of the above positions. Interested applicants must submit their applications for employment to the postal or hand deliver to the Department as specified in each post. The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za).

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Department:  
Justice and Constitutional Development  
REPUBLIC OF SOUTH AFRICA



**DIRECTOR: LEGISLATIVE IMPLEMENTATION**  
**REF NO: 25/07/LD**  
**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 qualification at NQF level 7 as recognized by SAQA; 5 years' experience at middle/ senior management level in a legislation development environment; Nyukela Certificate (Certificate for entry into the Service Management Service from the National School of Government); Knowledge and understanding of the Public Service Statutory Frameworks: Financial Management and regulatory framework or guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions; Knowledge and understanding of the Constitution, law, Public Service and its governance, Constitutional Law services and Criminal cases; Interpretation of statutes.

**SKILLS AND COMPETENCIES:** Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

**DUTIES:** Key Performance Areas: Manage the implementation of primary legislation; Manage the implementation of secondary legislation; Manage the development and submission of socio-economic impact assessments; Coordinate the review of legislation to achieve better social, environment and economic outcomes as highlighted by stakeholders; Manage human, finance and other resources.

**ENQUIRIES:** Ms M Kganyago ☎ (012) 315 1844

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: 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.

**DIRECTOR: BILATERAL AND MULTILATERAL LEGAL RELATIONS**  
**REF NO: 25/08/CD**  
**CENTRE: NATIONAL OFFICE: PRETORIA**

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

**REQUIREMENTS:** An LLB qualification (NQF level 7) as recognized by SAQA ;A minimum of 5 years post qualification experience at middle / senior managerial level in the field of international relations or international law; Certificate (Certificate for *entry* into Senior Management Service from School of Government); Admission as an Advocate/attorney; Knowledge and understanding of Public Finance Management Act, Public Service Act, Treasury Regulations and relevant governance prescripts; Knowledge of South Africa's foreign policy, international law and Constitution of South Africa..

**SKILLS AND COMPETENCIES:** Strategic capability and leadership 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 and facilitate departmental participation in the negotiations, ratification and accession of relevant international treaties and facilitate department's contribution in the relevant international, regional, and continental forums; Manage the coordination of country reports and reviews in terms of relevant international obligations; Initiate and manage International bilateral relations in the legal and justice field; Manage the

collaborative relationships with DIRCO, other departments and agencies on international matters relevant to the department; Manage human, financial and other resources.

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

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: 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.

**CLOSING DATE FOR ALL THE ABOVE POSTS: 24 FEBRUARY 2025**



**CLOSING DATE FOR THE BELOW POST: 17 FEBRUARY 2025**

**MASTER (HEAD OF OFFICE)**  
**REF NO: 34/25EC**  
**CENTRE: MASTER OF THE HIGH COURT GRAHAMSTOWN**

**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 Degree (NQF 7) 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; Admittance as an Advocate/Attorney with the right of appearance at High Court; Knowledge of the South African legal system, legal practices and related sphere with specific reference to civil litigation and the law of contract; Knowledge of Family law litigation, legal research, the Administration of Estate Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act, Wills Act, the Constitution, Public Finance Management Act, Treasury Regulations and other relevant legislation.

**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; Diversity management; Client Orientation and Customer Focus; Communication; Honesty and integrity; Personal attributes;

**DUTIES:** Key Performance Areas: Manage and monitor the implementation of Guardian's Fund; Manage and monitor the implementation of Deceased Estate; Manage the administration of Curatorship and registration of Trust; Manage the administrations of Insolvencies; Monitor and manage service points operations; Manage human, financial and other resources.

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

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

**NOTE:** Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> obtainable using Microsoft edge or the latest Chrome version or alternatively 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](http://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.