DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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.

NOTE: Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 & CV must be accompanied by original certified copies of qualifications and identity document. A driver’s license must be attached if indicated as a requirement. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to shortlisted 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.

OTHER POSTS

POST 40/13: ASSISTANT DIRECTOR: GUARDIAN FUND (TPF) REF NO: 15/292/CFO

SALARY: R289 761 – R341 313 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: 3 years Bachelor’s Degree/ National Diploma or equivalent qualification in Finance; 3 years relevant experience in Financial accounting/management environment, of which 1 year should be at supervisory/junior management level; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations; Knowledge of the Guardian Funds functions and services will serve as recommendation; A valid driver’s license. Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and Outlook); Communication skills (verbal and written); Interpersonal relations; Ability to work independently under pressure; Supervisory skills; Report writing skills; Ability to interpret and apply policies; Analytical skills; Planning and organizing.

DUTIES: Key Performance Areas: Review and validate cash books, bank reconciliations and capture sheets sent by the regional offices – checking for errors and calculation accuracy; Track all RFS’s logged and prepare a register. Analyze financial data changes and validate their accuracy; Reconcile individual transactions from the cashbook to individual transactions on the Guardian’s Fund System and ensure that all differences are resolved; Prepare a monthly audit file for review by the Deputy Director and actively assist during audits; Accurately capture journals and capture sheets on the financial system to produce a trial balance; Provide effective people management.

ENQUIRIES: Ms. E Sebelelele (012) 357 8662

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 Building, Pretoria, 0001.

CLOSING DATE : 15 October 2015
NOTE : People with disabilities are encouraged to apply.

POST 40/14 : ASSISTANT DIRECTOR: OFFICE MANAGER IN THE OFFICE OF THE REGIONAL HEAD – REF NO: 227/15EC
Re-Advertisement

SALARY : R289 761 – R341 313 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office: Eastern Cape
Three years relevant Bachelor’s Degree / National Diploma; Minimum of 3 years’ experience in management; Knowledge of Departmental strategic goals; Knowledge of the Public Service and the working of Government; Skills and Competencies: Strategic thinking and leadership skills; Project Management; Research and negotiation skills; Creative and analytical; Problem solving and decision making; Conflict management; Accuracy and attention to detail; Understanding confidentiality in Government; Report writing; Communication (oral and written) skills; Computer literacy (MS Office, intranet and Internet); Presentation skills; Customer service orientation; Ability to work independently, yet as part of a team when required and work under pressure and meet deadlines; Professionalism; Policy analysis and implementation; Financial management.

DUTIES : Key Performance Areas: Provide support to the Regional Head in decision making and planning; Attend to correspondences in the Regional Head’s office; Monitor and track business objectives; oversee the office’s activities and resources of the Regional Head; Provide effective people management.

ENQUIRIES : Mrs. Pretorius ☎ (043) 702 7000
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

CLOSING DATE : 26 October 2015

POST 40/15 : INTERNAL AUDITOR: GENERAL ASSURANCE: REF NO: 15/310/IA

SALARY : R243 747 – R287 121 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Northern Cape: Kimberley
An appropriate three (3) year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 1 year experience in Internal Auditing (includes internship/learnership); Knowledge of the Public Finance Management Act; Successful candidates will be required to complete a security clearance; In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA). Skills and competencies: Communication (written and verbal); Financial Management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.

DUTIES : Key performance areas: Provide inputs in conducting risk assessments; Prepare audit programmes together with the Audit Manager; Gather adequate, competent and useful audit evidence; Prepare draft reports to be reviewed by management; Conduct ad-hoc assignments and follow up audits; Assist in the administration of the Internal Audit activities; Assist in planning and conduct audit assignments in accordance with the audit methodology.

ENQUIRIES : Ms. MD Modibane ☎ (012) 315 1886
APPLICATIONS : Direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 26 October 2015
NOTE : People with disabilities are encouraged to apply
POST 40/16 : ADMINISTRATION OFFICER: CONTRACT MANAGEMENT 03 POSTS REF NO: 15/291/COO

SALARY : R196 278 – R231 210 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A Bachelor’s Degree/ National Diploma in Administration/ Public Administration or an equivalent qualification; Minimum of 3 years’ experience in Administration or General Office administration; Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury instructions notes and (PFMA); A valid driver’s license. Skills and Competencies: Computer literacy; Good communication skills (verbal and written); Ability to make good presentation; Able to work under pressure; Knowledge of relevant legislation; Financial management skills; Planning and organizing skills; Problem solving; Policy analysis; Sound interpersonal skills; Ability to work independently and in a team; Knowledge of procurement system; Initiative skills.

DUTIES : Key Performance Areas: Assist in compiling the required services/specifications in relation to Security Contracts both Guarding and Cash in Transit; Monitor contractor/service provider performance and expenditure/provide inputs to financial statement and Conduct Site Inspection; Draft and write official letters, minutes, memorandums, proposals and submissions; Liaise with management on developments on security procedures; Establish partnership relationships with (court managers, NIA, SAPS, Correctional Services, Judiciary and Prosecution; Render administrative support in the unit;

ENQUIRIES : Mr. C. Sibiya ☎ 012 315 - 4561

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 Building, Pretoria, 0001.

CLOSING DATE : 26 October 2015

POST 40/17 : ADMINISTRATIVE OFFICER: VICTIM SUPPORT REF NO: 15/307/CS

SALARY : R196 278 – R231 210 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office

REQUIREMENTS : 3 years National Diploma in Administration/Management or an equivalent qualification. At least 3 years relevant experience in Office Administration, financial management and liaison with stakeholders; Knowledge of government provisioning and procurement processes and Public Finance Management Act and budgetary/financial management will also be an advantage. Skills and Competencies: Computer literacy (MS office); Project Management; Communication (verbal and written) skills; Interpersonal skills; Customer Service Orientation; Be able to work under pressure and maintain a positive attitude.

DUTIES : key performance areas: Manage finances by complying with PFMA and DFI; Perform any other office administration duties as directed by the Supervisor; Develop and maintain a sound filing and record-keeping system; Ensure proper records keeping of complaints received and resolved; Develop and maintain database of stakeholders; Assist with the coordination of workshops, training and meetings.

ENQUIRIES : Mr. T Rangwato ☎ (012) 315 1456

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 Building, Pretoria, 0001.

NOTE : People with disabilities are encouraged to apply.

POST 40/18 : CHIEF ACCOUNTING CLERK: THIRD PARTY FUNDS: CENTRAL ELECTRONIC FUNDS TRANSFER UNIT REF NO: 15/316/CFO

SALARY : R196 278 - R231 210 per annum. The successful candidate will be required to sign a performance agreement.


CENTRE
要求

: National Office: Pretoria

requirements

: Grade 12 certificate or equivalent; 3 years' relevant experience; Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS Office); Finance Management skills; Planning and organizing skills; Telephone etiquette; Supervisory skills.

DUTIES

: key performance areas: Manage and render financial accounting transactions; Provide daily, weekly and monthly reports to the State Accountant and Assistant Director; Perform general office administration; Ensure the payment of maintenance beneficiaries through Electronic Fund Transfer (EFT); Supervise and perform SAP bookkeeping support function; Provide effective people management.

ENQUIRIES

: Ms E Zeekoei at ☎️ (012) 315 1436

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 Street, Pretoria.

CLOSING DATE

: 26 October 2015

NOTE

: People with disabilities are encouraged to apply.