

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 27 January 2025
- NOTE** : 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.
- ERRATUM;** Kindly note the post of Court Manager with Ref No: 76/2024/WC post 45/58 advertised in the Public Service Vacancy Circular 45 dated 06 December 2024 with a closing date 23 December 2024, has been withdrawn. We apologize for the inconvenience caused.

OTHER POSTS

- POST 01/11** : **SENIOR STATE LAW ADVISOR: LP9 REF NO: 24/108/SLA (X2 POSTS)**
- SALARY** : R1 132 806 – R1 762 857 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE** : Office of the Chief State Law Adviser: Cape Town
- REQUIREMENTS** : An LLB Degree or recognized 4 year legal qualification; At least 8 years appropriate post qualification litigation / legal advisory experience; Admission as an Attorney or Advocate; A post graduate qualification will be an advantage; Knowledge of Law, particular aspects of law, Constitutional Law and Human Rights, Constitution of South Africa; Knowledge of any case law or cause of action and practical experience in Bill drafting; Knowledge of Public Finance Management Act (PFMA), Public Service Act, Treasury Regulations and Project Management. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.
- DUTIES** : Key Performance Areas: Provide the certification and drafting of Bills; Scrutinize subordinate legislation for the National Executive and other organ of state; Scrutinize and provide legal opinion on International Agreements, treaties and related matters; Mentor, advice and guide juniors/ lower level production employees; Provide effective people management.
- ENQUIRIES** : Mr. M Mokoena Tel No: (012) 744 2026

- 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.
- POST 01/12** : **STATE LAW ADVISOR: LP7-LP8 REF NO: 24/109/SLA**
- SALARY** : R884 268 – R1 459 071 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the Chief State Law Adviser: Cape Town
: LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / legal advisory experience; Admission as an Attorney or Advocate; A post graduate legal qualification will be an added advantage; Knowledge of particular aspects of the law; Knowledge of Constitutional Law, Administrative Law, Human Rights Law and Constitution of South Africa; Knowledge of Public Service Act, Public Finance Management Act and Treasury Regulations. Skills and Competencies: Legal research and drafting skills; Advocacy; Project management skills; Problem solving and decision making skills; Communication skills (written and verbal); Computer literacy; Planning and organizing skills; Analytical and report writing skills; Policy formulation skills; Ability to work under pressure and meet deadlines.
- DUTIES** : Key Performance Areas: Provide the preliminary opinions and certification of Bills and advice on legislative drafting; Scrutinize subordinate legislation for the National Departments and other organs of state; Scrutinize and provide legal opinion on international agreements and related matters; Render legal opinions as per the instructions received from national Departments and other organs of state.
- ENQUIRIES APPLICATIONS** : Mr. M Mokoena Tel No: (012) 744 2026
: 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.
- POST 01/13** : **DEPUTY MASTER (MR6) REF NO: 61/2024/M/WC**
- SALARY** : R556 356 – R1 14 666 per annum, (Salary will be in accordance with OSD determination), (The successful candidate will be required to sign a performance agreement.)
- CENTRE REQUIREMENTS** : Masters of the Western Cape High Court
: LLB Degree or a four-year recognised Legal qualification; eight (8) years appropriate post qualification Legal experience; knowledge of the Administration of Estates Act; Mental health Act; Insolvency act; Companies Act; Close Corporations Act; Trust Property Control Act and other relevant Legislations; Experience in functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates; Curatorships; Trust and Guardians Fund. Skills and Competencies: Legal research and drafting; Dispute resolution; Planning, Organising and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; good communication skills (verbal and written); Computer literacy.
- DUTIES** : Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the Office and contribute towards the Strategic Objectives of both the Masters Branch as well as the Department; Provide effective and efficient delivery of services, financial and Human Resource Management within the Office of the Master; Draft Legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
- ENQUIRIES APPLICATIONS** : Ms Z Agulhas Tel No: (021) 832 3010
: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
- FOR ATTENTION** : Ms P Paraffin