

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>CLOSING DATE</u>	:	26 May 2025
<u>NOTE</u>	:	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.
MANAGEMENT ECHELON		
<u>POST 15/70</u>	:	<u>CHIEF DIRECTOR: ICT INFRASTRUCTURE OPERATIONS MANAGEMENT REF NO: 25/54/ICT</u> This is a re-advertisement, applicants who previously applied need not re-apply, as their application will still be considered.
<u>SALARY</u>	:	R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at senior managerial level of which 3 years must be in the ICT Infrastructure Operations environment; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of Computer programming field, Computer system design and analysis, ICT Service Management, ITIL, COBIT, ICT Infrastructure, Project Management and Business Intelligence (BI) tools and software; Knowledge of ICT Audit Management, ICT Governance Framework, ICT Strategy and Planning, ICT Policy Development, ICT Planning and Monitoring Framework, ICT Project Management Methodologies (e.g. PMBOK, Prince 2), Waterfall SDLC methodologies, ICT Risk Management, Business Analysis and Solution Testing and 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.
<u>DUTIES</u>	:	Key Performance Areas: Manage ICT Network and Data Infrastructure; Manage centralized and Cloud Services; Manage the ICT Operations & Service; Manage Courts IT Operations (i.e Court Recording and Audio-Visual Technology); Manage stakeholder relations relating to infrastructure and give strategic advice to management; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms M Kganyago Tel No: (012) 315 1844
<u>APPLICATIONS</u>	:	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.

<u>POST 15/71</u>	:	<u>DIRECTOR: ICT ENTERPRISE ARCHITECTURE REF NO: 25/53/ICT</u> This is a re-advertisement, applicants who previously applied need not re-apply, as their application will still be considered.
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	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; Honesty and integrity.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms M Kganyago Tel No: (012) 315 1844
<u>APPLICATIONS</u>	:	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

OTHER POSTS

<u>POST 15/72</u>	:	<u>PROFESSIONAL ENGINEER (MECHANICAL) REF NO: 25/44/CS</u>
<u>SALARY</u>	:	R879 342 – R938 061 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An (NQF level 6) qualification as recognized by SAQA in Mechanical Engineering or relevant qualification; A minimum of 3 years post qualification experience in Mechanical Engineering; Registration with Engineering Council of South African (ECSA) as Professional Engineer; Knowledge of Programme and Project management, Mechanical design and analysis, Computer-aided engineering applications, Research and development, legal compliance, Technical report writing, Creating high performance culture, Networking and Professional judgement; Knowledge of Construction Industry Development Board Act and Regulations, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, National Building Standards Act and Regulations, Project and Construction Management Professions Act, Architectural Profession Act, Engineering Profession Act, Expanded Public Works Programme, Supply Chain Management framework; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Planning and organizing; Impact and influence; Managing interpersonal conflict and resolving problems; Decision making; Project management; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Develop, interpret and customize functional and technical norms and standards from an engineering perspective; Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies; Compile briefing documentation and specifications from mechanical engineering perspective; Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures; Conduct research/literature studies for continuous development with new technologies; Participate on the budget planning and administration process; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	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.
<u>POST 15/73</u>	:	<u>ELECTRICAL ENGINEER: (GRADE A) REF NO: 25/46/CS</u>
<u>SALARY</u>	:	R879 342 – R938 061 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 6 qualification as recognized by SAQA in Electrical Engineering or relevant qualification; Registration with Engineering Council of South Africa (ECSA) as Professional Engineer; 3 years post qualification Electrical Engineering experience required; Knowledge of Programme and Project management, Architectural design and analysis, Computer-aided engineering applications, Research and development, legal compliance, Technical report writing, Creating high performance culture, Networking and Professional judgement; Knowledge of Construction Industry Development Board Act and Regulations, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, Architectural Profession Act, Engineering Profession Act, Expanded Public Works Programme, Supply Chain Management framework; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Develop, interpret and customize functional and technical norms and standards from an engineering perspective; Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies; Compile briefing documentation and specifications from an engineering perspective; Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures; Conduct research/literature studies for continuous development with new technologies; Participate on the budget planning and administration process; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A van RossTel No: (012) 315 1094
	:	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.
<u>POST 15/74</u>	:	<u>TOWN AND REGIONAL PLANNER: (GRADE A) REF NO: 25/47/CS</u>
<u>SALARY</u>	:	R761 157 – R816 852 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An (NQF level 6) qualification as recognized by SAQA in Town and Regional Planning or relevant qualification; A minimum of 3 years post qualification experience in town and regional planning; Registration with South African Council for Planners (SACPLAN) as Professional Town and Regional Planning; Knowledge of Programme and Project management, Town and Regional principles and methodologies, Research and Development, Computer-aided Applications, Town and Regional knowledge of legal compliance, creating high performance culture, Technical consulting and Professional judgement; Knowledge of Construction Industry Development Board Act and Regulations, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, National Building Standards Act and Regulations, Project and Construction Management Professions Act, Architectural Profession Act, Engineering Profession Act, Expanded Public Works Programme, Supply Chain Management framework; Knowledge and understanding of the Public Service statutory framework: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Impact and influence; Managing interpersonal conflict and resolving problems; Decision making; Project management; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Implement the application of town and regional planning principles in land development; Develop and implement integrated land use planning proposals; Participate in the budget planning and administration process; Conduct research/literature studies for continuous development with new technologies; Establish town and regional planning functional and technical norms and standards; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094
	:	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.
<u>POST 15/75</u>	:	<u>QUANTITY SURVEYOR (GRADE A) REF NO: 25/48/CS</u>
<u>SALARY</u>	:	R761 157 – R816 852 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria

<u>REQUIREMENTS</u>	:	An NQF level 6 qualification as recognized by SAQA in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification quantity surveyor experience required; Registration with South African Council for Quantity Survey Profession (SACQSP) as Professional Quantity Surveyor; Knowledge of Programme and project management, quantity survey principles and methodologies, Research and development, Computer-aided costing applications and software (WinQs, QS plus etc), legal compliance, technical report writing, technical consulting, creating high performance culture, Networking and Professional judgement; Knowledge of Construction Industry Development Board Act and Regulations, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, National Building Standards Act and Regulations, Project and Construction Management Professions Act, Architectural Profession Act, Engineering Profession Act, Expanded Public Works Programme and Supply Chain Management framework; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act and Government initiatives and decisions etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal skills; Conflict management; Problem solving and decision making skills; Planning and organising; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Perform quantity survey activities on buildings, structures or facilities; Prepare quantity surveyor inputs to the development of the User Asset Management Plan, the final project lists, the budgets and Infrastructure Programme Management Plan; Develop, interpret and customize quantity surveying planning and cost norms and standards; Conduct research/ literature studies for continuous development with new technologies; Contribute to project briefing documents, costing models and operational narratives; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	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.
<u>POST 15/76</u>	:	<u>ARCHITECT (GRADE A) REF NO:25/49/CS</u>
<u>SALARY</u>	:	R761 157 – R816 852 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 as recognized by SAQA in Architecture or relevant qualification; A minimum of 3 years post qualification architectural experience required; Registration with South African Council for Architectural Profession (SACAP) as Professional Architect; Knowledge of programme and Project management, Architectural design and analysis, Computer-aided engineering applications, research and development, Knowledge of legal compliance, Technical report writing, creating high performance culture, Networking, Professional judgment; Knowledge of Construction Industry Development Board Act and Regulations, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, National Building Standards Act and Regulations, Project and Construction Management Professions Act, Architectural profession Act, Engineering Profession Act, Expanded Public Works Programme, Supply Chain Management framework; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decision. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Conflict management; Planning and organising; Problem solving and decision making; Project management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Perform architectural activities on state-owned or leased buildings, structures or facilities; Develop plans and standards for all infrastructure programmes and projects; Establish Architectural functional and technical norms and standards; Conduct research/literature studies for continuous development with new technologies; Prepare architectural inputs to the development of the User Asset Management Plan, project list and budget planning; Manage human, financial and other resources.
<u>ENQUIRIES</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	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.
<u>POST 15/77</u>	:	<u>ASSISTANT DIRECTOR: COSTING REF NO: 25/42/FMS</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 7 qualification in Financial Management/Cost Management/Management Accounting as recognized by SAQA; A minimum of 3 years' experience in Costing and Budgeting; Knowledge of the Public Financial Management Act, National Treasury Regulations., Research. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Excel and BAS); Budgeting and financial management; Problem solving and decision making; Communication and information management; Technical proficiency; Presentation skills.
<u>DUTIES</u>	:	Key Performance Areas: Conduct costing of legislation and regulations; Conduct costing of departmental projects and operational activities; Review tariffs for all fees charged by Department in Legislation; Conduct the costing of Commissions of Inquiry/other government bodies; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A van Ross Tel No: (012) 315 1094
	:	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.
<u>POST 15/78</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES PROGRAMME SUPPORT REF NO: 25/50/CS</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An NQF level 6 qualification as recognized by SAQA in Property Management/ Built Environment (town planning, quantity surveying, space planning services); A minimum of 3 years' experience in facilities management environment of which at least three years should be at supervisory level; Knowledge and understanding of Government Immovable Assets Management Act (GIAMA); Knowledge of Supply Chain Management framework, National Building Regulations, Frameworks on corporate performance and technical knowledge in spectrum of discipline within the Built Environment; Knowledge and understanding of the Public Service statutory frameworks: Financial Management, and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal skills; Conflict management; Problem solving and decision making skills; Planning and organising; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate and monitor the expenditure for facilities management and strategy requirements; Facilitate the development and implementation of User Asset Management Plan (UAMP); Facilitate the processing of facilities management payments; Facilitate special projects in the provincial facilities and the implementation of term contracts; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094
	:	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.
<u>POST 15/79</u>	:	<u>ASSISTANT DIRECTOR: BUDGET PLANNING REF NO: 25/43/FMS</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 7 qualification in Management Accounting/Financial Management/Economics/ Public Finance as recognized by SAQA; A minimum of 3 years' relevant experience in Budgeting and Financial Management of which (2) years should be at a supervisory level; Knowledge and understanding of the Public Finance Management Act (PFMA), National Treasury and the Appropriation Act; Knowledge and proper understanding of the Budget process as prescribed by National Treasury; Skills and Competencies: Computer literacy (MS Word, Excel, PowerPoint, Outlook); Budgeting and financial management; Communication (written and verbal) skills; Customer Service Orientation; Problem solving and decision making; Technical proficiency; Creative and analytical skills; Presentation and facilitation skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the Departments Internal Budget Planning Process; Coordinate, review, analyse and quality assure the budget preparation process; Coordinate, review and quality assure the implementation of the Budget Planning Processes; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A. van Ross Tel No: (012) 315 1094
	:	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.

<u>POST 15/80</u>	:	<u>JUDGE'S SECRETARY REF NO: 25/52/CA</u> This is a re-advertisement
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 Certificate, Secretarial or Para-Legal Diploma; At least 1 year relevant experience secretariat or office assistant; Knowledge of Microsoft Suite (MS Work, MS Excel, MS PowerPoint, Email and Internet); Knowledge of telephone etiquette; Understanding of customer service. The following will serve as an added advantage: -Studying towards an LLB qualification. Skills and Competencies: Communication skills (verbal and written); Computer literacy; Concern for others; Creative thinking; Citizen Service Orientation; Problem analysis; Self-management; Team work; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Render secretarial duties; Provide an administrative support service; Execute Court related functions.
<u>ENQUIRIES</u>	:	Mr S Kgafela Tel No: (012) 315 1351
<u>APPLICATIONS</u>	:	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.
<u>POST 15/81</u>	:	<u>HUMAN RESOURCE OFFICER: STUDY ASSISTANCE REF NO: 25/45/CS</u>
<u>SALARY</u>	:	R228 321 – R268 905 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12; Knowledge of working procedures in terms of the working environment, clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Computer literacy; Concern for others; Creative thinking; Citizen Services Orientation; Decision making; Diversity management; Communication (verbal and written) skills; Problem analysis; Self-management; Team work; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Render administrative support services for skills development programmes; Render administrative support for Internships and Learnerships programmes; Render administrative support for study assistance programmes.
<u>ENQUIRIES</u>	:	Ms A Van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	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.
<u>POST 15/82</u>	:	<u>HANDYMAN REF NO: 25/51/IDS</u>
<u>SALARY</u>	:	R163 680 – R192 81057 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Brigitte Mabandla Justice College
<u>REQUIREMENTS</u>	:	An NQF level 3 (Grade 10 certificate or equivalent); A minimum of 6 months trade-related experience; Knowledge of Occupational Health and Safety (OHS) National Building Regulations and Building Standard Act Skills. Skills and Competencies: Concern for others; Creative thinking; Citizen service orientation; Decision-making; Diversity citizenship; Organisational communication effectiveness; Report writing; Problem analysis; Self-management; Team work; Technical proficiency; Good interpersonal.
<u>DUTIES</u>	:	Key Performance Areas: Perform general maintenance and repair tasks, including plumbing, electrical and carpentry; Maintain office equipment and furniture; Conduct regular building inspection of facility; Fix or replace defective parts in machinery, doors, windows, walls and structural elements within the building; Safe keeping of maintenance tools and suppliers.
<u>ENQUIRIES</u>	:	Ms P Leshilo Tel No: (012) 357 8240
<u>APPLICATIONS</u>	:	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.