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Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 81, PRETORIA, 0001 • Momentum Centre, 329 Pretorius Street, PRETORIA
Tel (012) 315 1111, Fax (012) 315 1113

Sub-Office File 2/1/5

15 August 2008

VACANCIES **(Head Office File 6/4/2/1)**

REFERENCE: 08/302/RM

POST: DEPUTY DIRECTOR: QUALITY MANAGEMENT

CENTRE: NATIONAL OFFICE, PRETORIA

PACKAGE: R344 052 – R398 805 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A relevant Bachelor's degree or equivalent qualification;
- Three years experience in quality problem solving methods and or in Total Quality Management role;
- Two years management experience;
- Strong process oriented approach in work methods;
- Experience in risk management will be an added advantage;
- Experience in Operations and Quality Management or Organizational Performance Management, Costing and Managerial Finance;
- A valid driver's license;

Skills and Competencies:

- Good insight of quality management principles and methodologies;
- Ability to apply of risk assessment, analysis, evaluation and control;
- Thorough understanding of QMS requirements (ISO 9001);
- Advocate of team work and good interpersonal relations;
- Good communication skills (written and verbal);
- Research and Analytical skills;
- Accuracy and attention to detail;
- Computer literacy (MS Office);
- Facilitation and Presentation skills.
- Willingness to work irregular hours

DUTIES:

- Implement and maintain a quality management system in line with ISO 9000 (9001:2000);
- Liaise with stakeholders in their areas of responsibility to ensure quality management systems are implemented and maintained;
- Ensure that Project Quality Management systems are implemented and maintained;
- Coordinate and maintain an actual and potential quality and environmental non-conformance control system and including issuing non-conformance reports;

**TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND
CONSTITUTIONAL DEVELOPMENT**

- Assist in managing non-conformance, change control, root cause analysis and risk mitigation;
- Coach Managers in implementation of quality improvement initiatives to improve quality of project management as well as quality of project product;
- Assist in review, monitoring and reporting of overall quality performance to ensure continuous improvement;
- Assist senior managers in execution of Risk Management processes;
- Participate in process optimization, cost reduction and 6 Sigma projects within the context of Department of Justice and Constitutional Development'
- Monitor and evaluate the implementation of the Quality Management policy and strategy;
- Assist in running of quality management awareness programme;
- Liaise with Auditors and assist in the implementation of audit recommendations.

ENQUIRIES: Mr M Mugodo ☎ (012) 357 8747

APPLICATIONS: Quoting the relevant reference number, direct your application to:
Postal address: The Director-General: 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: **08 September 2008**

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. **The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office. This must be typed and accompany the Z83 and all other supporting documents required.** Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice 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. Successful candidates may be required to undergo security clearance.

Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process

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 this position.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE