**NATIONAL ASSEMBLY**

**QUESTION FOR WRITTEN REPLY**

**PARLIAMENTARY QUESTION NO: 2484**

**DATE OF QUESTION: 25 SEPTEMBER 2017**

**DATE OF SUBMISSION: 8 SEPTEMBER 2017**

**Mrs D Robinson (DA) to ask the Minister of Justice and Correctional Services:**

With reference to his reply to question 1559 on 23 June 2017, (a) how many permanent vacant posts are there currently in his department, (b) what is the (i) job title, (ii) salary level and (iii) short job description of each of the specified vacant posts and (c) by what date is it expected that the internal committee established by the Director-General to assess the critical nature of the vacancies will complete its assessment?

**NW2741E**

**REPLY:**

1. Currently, the Department of Justice and Constitutional Development has 2 062 permanent vacant posts.
2. The table below provides details of vacant posts per job title, salary level and number of the vacancies per level.

**(i) - (ii) Summary per job title and salary level:**

| **JOB TITLE** | **SALARY LEVELS AND NUMBER OF VACANCIES** |  |
| --- | --- | --- |
| **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | TOTAL |
| ACCOUNTING CLERK / CHIEF  |   |   | 35 |   | 11 |   |   |   |   |   |   |   |   | 46 |
| ADMINISTRATION CLERK / SNR/ CHIEF / DCRS / DEBT / E SCHEDULER  |   |   | 518 | 17 | 52 |   |   |   |   |   |   |   |   | 587 |
| ADMINISTRATIVE OFFICER / SNR / HEADS  |   |   |   |   | 17 | 95 | 1 |   |   |   |   |   |   | 113 |
| ASSISTANT DIRECTOR: HR/ FINANCE/ COMMUNICATION/ PROV |   |   |   |   |   |   | 102 | 7 |   |   |   |   |   | 109 |
| DEPUTY DIRECTOR: PROVISIONING/ SECURITY/ FINANCE/ IT/ COMMUNICATION |   |   |   |   |   |   |   |   | 32 | 2 |   |   |   | 34 |
| AUDIT MANAGER  |   |   |   |   |   |   |   |   |   | 1 |   |   |   | 1 |
| INTERNAL AUDITOR / SNR  |   |   |   |   |   | 16 | 7 | 2 |   |   |   |   |   | 25 |
| HUMAN RESOURCE OFFICER / SNR  |   |   | 19 | 1 | 11 |   |   |   |   |   |   |   |   | 31 |
| HUMAN RESOURCE PRACTITIONER  |   |   |   |   | 2 |   |   |   |   |   |   |   |   | 2 |
| ASSISTANT NETWORK CONTROLLER  |   |   |   |   |   |   |   |   |   | 1 |   |   |   | 1 |
| CLEANER GRADE II  | 37 |   |   |   |   |   |   |   |   |   |   |   |   | 37 |
| COMMUNICATION OFFICER  |   |   |   |   | 5 |   |   |   |   |   |   |   |   | 5 |
| LEGISLATIVE LANGUAGE PRACTITIONER  |   |   |   |   | 1 |   |   |   |   |   |   |   |   | 1 |
| EDITOR  |   |   |   |   |   |   | 1 |   |   |   |   |   |   | 1 |
| COURT INTERMEDIARY  |   |   |   |   |   | 33 |   |   |   |   |   |   |   | 33 |
| COURT INTERPRETER / SNR PRINCIPAL  |   |   | 207 |   | 112 | 28 |   |   |   |   |   |   |   | 347 |
| COURT MANAGER / AREA  |   |   |   |   |   |   |   | 39 | 4 |   |   |   |   | 43 |
| DATA CAPTURER  |   |   | 1 |   |   |   |   |   |   |   |   |   |   | 1 |
| HELPDESK OPERATOR  |   | 6 |   |   |   |   |   |   |   |   |   |   |   | 6 |
| FOOD SERVICES AID II  | 4 |   |   |   |   |   |   |   |   |   |   |   |   | 4 |
| GENERAL WORKER / GROUNDSMAN  | 2 |   |   |   |   |   |   |   |   |   |   |   |   | 2 |
| DRIVER  | 3 |   |   |   |   |   |   |   |   |   |   |   |   | 3 |
| TECHNICIAN  |   |   |   |   |   | 1 |   |   |   |   |   |   |   | 1 |
| TYPIST  |   |   |   | 1 |   |   |   |   |   |   |   |   |   | 1 |
| FAMILY LAW ASSISTANT  |   |   |   |   | 7 |   |   |   |   |   |   |   |   | 7 |
| LECTURER:LAW  |   |   |   |   |   |   |   |   |   | 5 |   |   |   | 5 |
| IT CO-ORDINATOR  |   |   |   |   |   |   | 2 |   |   |   |   |   |   | 2 |
| LABOUR RELATIONS OFFICER  |   |   |   |   |   | 3 |   |   |   |   |   |   |   | 3 |
| MAINTENANCE CLERK  |   |   | 4 |   |   |   |   |   |   |   |   |   |   | 4 |
| MAINTENANCE INVESTIGATOR  |   |   |   |   | 38 |   |   |   |   |   |   |   |   | 38 |
| MESSENGER /SNR/PRINCIPAL  | 31 |   |   |   |   |   |   |   |   |   |   |   |   | 31 |
| OPERATOR  | 2 | 1 |   |   |   |   |   |   |   |   |   |   |   | 3 |
| RECEPTIONIST  |   | 1 |   |   |   |   |   |   |   |   |   |   |   | 1 |
| TELECOM OPERATOR  |   | 15 |   |   |   |   |   |   |   |   |   |   |   | 15 |
| REGISTRY CLERK  |   |   | 15 |   |   |   |   |   |   |   |   |   |   | 15 |
| RESEARCH CO-ORDINATOR  |   |   |   |   |   |   | 1 |   |   |   |   |   |   | 1 |
| SECRETARY  |   |   | 42 |   |   |   |   |   |   |   |   |   |   | 42 |
| LEGAL SECRETARIES  |   |   | 1 |   |   |   |   |   |   |   |   |   |   | 1 |
| LEGAL ADMINISTRATION OFFICER: CHIEF  |   |   |   |   |   |   |   |   |   |   |   | 1 |   | 1 |
| LEGAL ADMINISTRATION OFFICER: PRINCIPAL  |   |   |   |   |   |   |   |   |   |   | 1 |   |   | 1 |
| LEGAL RESEARCHER  |   |   |   |   |   |   | 1 |   |   |   |   |   |   | 1 |
| LIBRARIAN PRINCIPAL / SNR  |   |   |   |   | 2 | 3 |   |   |   |   |   |   |   | 5 |
| LIBRARY ASSISTANT / SNR  |   | 5 |   |   |   |   |   |   |   |   |   |   |   | 5 |
| PROVISIONING ADMINISTRATION CLERK  |   |   | 9 | 1 |   |   |   |   |   |   |   |   |   | 10 |
| PROVISIONING ADMINISTRATION OFFICER  |   |   |   |   | 2 |   |   |   |   |   |   |   |   | 2 |
| SECURITY ADMINISTRATION OFFICER SENIOR  |   |   |   |   |   | 3 |   |   |   |   |   |   |   | 3 |
| SECURITY GUARD / OFFICER / CHIEF  | 44 |   |   |   | 1 |   |   |   |   |   |   |   |   | 45 |
| SENIOR VETTING INVESTIGATOR  |   |   |   |   |   |   | 1 |   |   |   |   |   |   | 1 |
| STATE ACCOUNTANT / SNR  |   |   |   |   | 26 | 3 |   |   |   |   |   |   |   | 29 |
| STATISTICAL OFFICER  |   |   |   |   |   | 3 |   |   |   |   |   |   |   | 3 |
| OFFICE MANAGER  |   |   |   |   |   |   | 3 | 1 | 1 |   |   |   |   | 5 |
| EC1- EC4 ESTATE CONTROLLER GRADE 1 - 4  |   |   | 9 | 6 | 29 |   | 2 | 5 |   |   |   |   |   | 51 |
| LP10 SPECIALIST LITIGATION (FAM ADV) / STATE ATTORNEY / STATE LAW ADV)  |   |   |   |   |   |   |   |   |   | 31 |   |   |   | 31 |
| LP3 - 7 STATE ATTORNEY ASSISTANT |   |   |   |   | 3 | 16 | 1 | 10 |   | 18 |   |   |   | 48 |
| LP7 - 9 FAMILY ADVOCATE  |   |   |   |   |   |   |   |   | 1 | 26 |   |   |   | 27 |
| LP7 - 8 STATE LAW ADVISOR GRADE 1  |   |   |   |   |   |   |   |   |   | 14 |   |   |   | 14 |
| MR1 - MR6 LEGAL ADMINISTRATION OFFICER  |   |   | 1 |   | 8 | 1 |   | 2 | 2 | 17 |   |   |   | 31 |
| MR1 - MR6 MAINTENANCE OFFICER  |   |   | 27 | 5 | 8 | 1 |   | 1 |   |   |   |   |   | 42 |
| MR3 - MR5 MASTER ASSISTANT  |   |   |   |   | 2 | 2 |   | 1 |   | 10 | 2 |   |   | 17 |
| MR3/4/5 REGISTRAR GRADE 3  |   |   |   |   | 2 | 2 |   | 2 |   |   |   |   |   | 6 |
| STATE ADVOCATE  |   |   |   |   |   |   |   |   |   | 1 |   |   |   | 1 |
| STATE ATTORNEY  |   |   |   |   |   |   |   |   |   |   |   | 7 |   | 7 |
| STATE ATTORNEY: DEPUTY  |   |   |   |   |   |   |   |   |   |   | 2 |   |   | 2 |
| SW A4 - SW A9 SOCIAL WORKER  |   |   |   |   | 10 | 5 | 2 | 17 |   | 1 |   |   |   | 35 |
| TRAINER OF COURT INTERPRETERS  |   |   |   |   |   |   | 2 |   |   |   |   |   |   | 2 |
| TRAINING OFFICER SENIOR  |   |   |   |   |   | 2 |   |   |   |   |   |   |   | 2 |
| WORK STUDY OFFICER CHIEF / SNR  |   |   |   |   |   | 1 |   | 1 |   |   |   |   |   | 2 |
| DEPUTY DIRECTOR GENERAL/MANAGING DIRECTOR  |   |   |   |   |   |   |   |   |   |   |   |   | 3 | 3 |
| DIRECTOR/SENIOR MANAGER  |   |   |   |   |   |   |   |   |   |   | 19 |   |   | 19 |
| DIRECTOR: CHIEF/GENERAL MANAGER  |   |   |   |   |   |   |   |   |   |   |   | 9 |   | 9 |
| **TOTAL** | **123** | **28** | **888** | **31** | **349** | **218** | **126** | **88** | **40** | **127** | **24** | **17** | **3** | **2 062** |

(iii) A summary of the short job descriptions is attached as **Annexure A**.

1. The Committee completed Phase 1 of the project which looked into the vacancies that were in existence at the time. This process was finalised in March 2017 and 764 posts were identified as critical. The Committee will be sitting in September 2017 to assess the critical nature of the posts that have being left vacant by officials who have since left the Department due to various reasons.