

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 01 August 2022
- NOTE** : Interested applicants must submit their applications for employment to the address specified in each post. 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. 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 for all SMS applicants. 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. 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:** Please note that the Key Performance Areas for the posts of Family Counsellor Manager advertised on Circular 25 of 2022 (Post 25/58), Ref No: 22/VA52/NW dated 08 July 2022 has been replaced and should read as follows: Manage, monitor and evaluate the institutional performance of the Family Counsellor Profession in the Province. Monitoring of monthly, quarterly and annual individual performance of Family Counsellors and case flow management. Quality assurance of court reports compiled by Family Counsellors. Ensure compliance with Standard Operating Procedures and other relevant operational policies. Manage the coordination of Reg 6 request to and from Provinces. Provide expert guidance to Family Counsellors and Family Counsellor Supervisors on the implementation of Child Protection, domestic and international legislation and/or policies. Develop, maintain and ensure provincial collaboration with stakeholders. Keep up to date with developments in the Social Work, Forensic Social Work, Family Law and Management of field. Provide effective people management. Closing date has been extended from 25 July 2022 to 01 August 2022. We apologize for any inconvenience caused in this regard

OTHER POSTS

- POST 26/49** : **COURT MANAGER (X3 POSTS)**
- SALARY** : R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Bizana Ref No: 22/102EC
Magistrate Office Springbok Ref No: 33/22/NC/SPR
Magistrate Office: Simonstown Ref No: 54/2022/WC
- REQUIREMENTS** : A three (3) year qualification in Administration and / or National Diploma Services Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; Three (3) years managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's licence. Skills and Competencies: Computer literacy; Communication skills; Motivation skills; Planning and organizing skills; Presentation skills; Financial management skills; Decision making skills; Loyalty and honesty; Ability to work under pressure; Team leadership; Management of interpersonal conflict and problems solving; Customer focus and responsive.
- DUTIES** : Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to

		courts; Lead and manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements ; Manage service level agreements.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms N Nghona Tel No: (043) 702 7000 / 7138 Kimberley: Ms S Segopa Tel No: (053) 8021300 Cape Town Ms N Bekwa Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Eastern Cape Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200: The Regional Head, Private Bag X9065, East London, 5200 Kimberley: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7 th floor, Kimberley, 8301. Email or faxed applications will not be considered. Cape Town: Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town.
<u>FOR ATTENTION</u>	:	Cape Town"Ms W Nguyuza
<u>POST 26/50</u>	:	<u>ASSISTANT DIRECTOR: SECURITY RISK AND MANAGEMENT REF NO: 22/77/FS</u>
<u>SALARY</u>	:	R382 245 - R450 255 per annum (The successful candidate will be required to sign a performance agreement)
<u>CENTRE REQUIREMENTS</u>	:	Regional Office, Bloemfontein A Degree or National Diploma Security Management/Risk Management or equivalent qualification; PSIRA Grade B, Three years supervisory experience in Security Management; A valid driver's license; Knowledge of the MISS document of 1998; Control of access to public premises and vehicle Act. 1985 (Act No.:53 of 1985); The successful candidate will be required to travel extensively, Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Project Management Skills: presentation skills; ability to work under pressure Administrative and organizational skills, Sound Good interpersonal relations; Accuracy and attention to detail; Investigation skills.
<u>DUTIES</u>	:	Key Performance Areas: Perform variety of duties related to the core functions of the security and risk management unit; Monitor the implementation of departmental security systems and policies; Manage security at sub-offices in the region and monitor the implementation of security measures at courts Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Roll out of contingency plan and OHS compliance at sub-offices within the region
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili Tel No: (051) 4071800 Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<u>POST 26/51</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2022/44/MP</u> Re-advertisement, Candidates who had previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office; Mpumalanga A relevant tertiary qualification in Financial Management at NQF level 6; 3 years relevant supervisory experience; A valid driver's licence. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and financial systems such as Persal, Skills and Competencies: Planning& Organising; Project management; Innovative/creativity; computer literacy; Conflict Management; Decision making; Communication; Change management; Analytical thinking;
<u>DUTIES</u>	:	Key Performance Areas: Manage the collection and recording of revenue; Expenditure Management (COE and G&S); Reporting services; Supervise employees to ensure an effective financial accounting service.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NC Maseko Tel No: (013) 753 9300/224 Quoting the relevant reference number, direct your Application to; Postal address: The Regional Head, Department of Justice & Constitutional Development: Private Bag X 11249, Nelspruit 1200 OR 4 TH Floor Nedbank Building 24 Brown Street, Nelspruit, 1200
<u>NOTE</u>	:	People with disabilities are highly encouraged to apply

- POST 26/52** : **OFFICE MANAGER REF NO: 22/104/SA**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Northern Cape-Kimberley
- REQUIREMENTS** : Appropriate 3 years National Diploma/ Degree in Office Management or equivalent qualification; A minimum of 3 years relevant experience in Administration should be at supervisory level; Knowledge of the Public Finance Management Act, DFI and Treasury Regulations; Knowledge of the departmental policy and prescripts; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication skills; Sound interpersonal relations; Planning and organizing skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to work in a team and under pressure.
- DUTIES** : Key Performance Areas: Perform budget administration service on behalf of the Office of the Solicitor General; Render Human Resource services to the State Attorney office; Manage the payment of accounts and control inventory; Coordinate procurement of equipment and provide logistical support; Assist with the handling of enquiries and maintain office database; Provide effective people management.
- ENQUIRIES** : Mr. E Seerane Tel No: (012) 315 1780
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: 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.
- NOTE** : People with disabilities are encouraged to apply.
- POST 26/53** : **ASSISTANT DIRECTOR: ICT GOVERNANCE MANAGEMENT REF NO: 22/161/ISM**
- SALARY** : R382 245 - R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA Information and Communication Technology; A minimum of 3 years in ICT Governance; 3 years must be as a specialist; Knowledge of ICT policy development, corporate governance, risks, audits, ICT related compliance and service delivery/portfolio management; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government financial processes and systems. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving and decision making; Team leadership.
- DUTIES** : Key Performance Areas: Facilitate the drafting of ICT Governance Frameworks, Policies and procedures; Facilitate the identification and mitigation of ICT risks; Facilitate the execution of ICT audits and conduct monitoring of audit action plans; Provide effective people management.
- ENQUIRIES** : Mr. J. Maluleke Tel No: (012) 315 1090
- 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 26/54** : **ASSISTANT DIRECTOR: ICT SERVICES PORTFOLIO MANAGEMENT REF NO: 22/162/ISM**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years in ICT Service Delivery Management and /or ICT Governance and should be as a specialist; Knowledge of ICT risks, audits and related compliance ICT audits, Knowledge and understanding of Government financial process and systems, ITIL,COBIT and Governance (King V or latest); Knowledge and understanding of ICT Service Delivery Management, Corporate Governance of ICT and Project Management; Knowledge and understanding of Public Services Regulation, Public Finance Management Act, Public Administration corporate governance and Treasury Regulations. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Managing interpersonal conflict and

- resolving problems; Planning and organising skills; Problem solving and decision making skills; Team leadership.
- DUTIES** : Key Performance Areas: Facilitate the development and maintenance of the ICT Services Portfolio (catalogue); Monitor operational services levels as contained in the ICT Services Catalogue against approved standards; Facilitate Regional Compliance and Regional ICT Implementation Plans; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr J. Maluleke Tel No: (012) 315 1090
: 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 26/55** : **ASSISTANT DIRECTOR: ICT DIGITAL TRANSFORMATION REF NO: 22/163/ISM (X2 POSTS)**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years' experience in ICT Planning and Monitoring and/or Digital Transformation; 3 years must be as a specialist; Knowledge and understanding of Digital Transformation, ICT Strategic Planning and Monitoring and Project Management; Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Regulations; Knowledge of ICT Planning and Monitoring Frameworks, Government Framework, Strategic Formulation, Digital Transformation and Government financial process and systems. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Team leadership.
- DUTIES** : Key Performance Areas: Facilitate the establishment and monitoring Digital Transformation; Conduct Digital Transformation Research and Advisory Services; Facilitate the establishment and monitoring of ICT Investment Balanced Scorecard; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No: (012) 315 1090
: 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.
- NOTE** : People with disabilities are encouraged to apply.
- POST 26/56** : **ASSISTANT DIRECTOR: ICT STRATEGY, PLANNING AND MONITORING REF NO: 22/164/ISM**
- SALARY** : R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years' experience in ICT Planning and Monitoring should be as a specialist; Knowledge of ICT Strategic and Operational Planning formulation, Government ICT planning and monitoring frameworks and government financial process and systems; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous Improvement; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving and decision making; Team leadership.
- DUTIES** : Key Performance Areas: Facilitate and review the ICT strategic plans; Facilitate the development and review of the ICT operational plans; Facilitate and analyse performance monitoring reports against the ICT strategic plans; Facilitate and analyse performance monitoring reports against the ICT operational plans; Provide effective people and financial management.
- ENQUIRIES APPLICATIONS** : Mr J. Maluleke Tel No: (012) 315 1090
: 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.
- NOTE** : People with disabilities are encouraged to apply.

- POST 26/57** : **ADMINISTRATIVE OFFICER (X7 POSTS)**
- SALARY** : R321 543 - R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Babanango Ref No: 22/87/KZN
Magistrate Court, Ulundi Ref No: 22/88/KZN
Magistrate Court, Kranskop Ref No: 22/89/KZN
Magistrate's Office: Makwane Ref No: 22/79/FS
Magistrate Court, Camperdown Ref No: 22/90/KZN
Magistrate Office, Phillipstown Ref No: 30/22/NC/PHI
Magistrate Office Williston Ref No: 31/22/NC/WIL
- REQUIREMENTS** : 3 year Bachelor's Degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages; Skills and Competencies: People management; Computer literacy (Microsoft packages); Sound Leadership and management skills; Good interpersonal relations.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Sections, section related to Family Courts, Supply Chain; Management of the office (Third Party Funds and Vote Accounts); Co-ordinate, manage and administer support services to Case Flow Management and other court users; Perform any other duties necessary to ensure smooth office running.
- ENQUIRIES** : Free State: Ms NM Dywili Tel No: (051) 407 1800
Kwazulu-Natal: Ms MP Khoza Tel No: (031) 372 3000
Kimberley: Ms S Segopa Tel No: (053) 8021300
- APPLICATIONS** : **Free-State:** Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein
Kwazulu-Natal: Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
Kimberley: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 26/58** : **LABOUR RELATIONS OFFICER REF NO: 2022/15/ MP**
Re-advertisement, Candidates who had previously applied are encouraged to re-apply
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office Mpumalanga
- REQUIREMENTS** : An appropriate three (3) years National Diploma / Bachelor's Degree or equivalent qualification in Labour Relations / Human Resource Management; Minimum of three years' relevant experience in Labour Relations; In depth knowledge and understanding of all relevant Human Resource legislation and policies; A valid driver's license. Skills and Competencies Ability to work under pressure. Computer literate (MS Office: Word, Excel and Power Point). Verbal and written Communication skills; Ability to maintain good interpersonal relations. Problem solving skills and analytical thinking.
- DUTIES** : Key Performance Areas: Deal_with grievances in the Department; Represent the Department at Disciplinary hearings and chair disciplinary hearings when so appointed; Investigate allegation of misconducts; Represent the Department at Dispute level; Assist in management of strike; Advise Management on Labour Relations matters; Compile statistics and Monthly reports; Assist in Training on Labour Relations matters.
- ENQUIRIES** : Ms KN Zwane Tel No: (013) 753 9300 Ext 249
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag, X11249, Nelspruit, 1200. POST 05/73
- POST 26/59** : **FAMILY LAW ASSISTANT / PARALEGAL REF NO: 34/22/NC/FA/UPT**
- SALARY** : R261 3728 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : Office of the Family Advocate, Upington
: A three (3) year qualification in a Legal field and/or equivalent legal qualification; Three (3) years' experience in administration; Knowledge in the functions of the Office of the Family Advocate; A valid driver's license and willing to travel extensively within the province and beyond; Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (verbal and written); Conduct legal research; Good interpersonal relations;
- DUTIES** : Key Performance Areas: Conduct screening interviews and parental rights/responsibilities information sessions; Assist members of the public with form completion and queries; Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding parental responsibilities and rights.
- ENQUIRIES APPLICATIONS** : Ms C. Van Wyk Tel No: (053) 8384563
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 26/60** : **ADMINISTRATIVE OFFICER: LEGAL SERVICES REF NO: 22/91/KZN**
Re-advertisement, Candidates who had previously applied are encouraged to re-apply
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Durban
: Bachelor's Degree in Administration or equivalent relevant qualification; 3 years experience in the Justice System and/or relevant sector environment; A valid driver's license. Willingness to travel. Skills and Competencies: Computer literacy (including Word, Excel, PowerPoint); Facilitation and Presentation skills; Good Interpersonal relations; Ability to liaise with the team members and stakeholders; Excellent communication skills (verbal and written); Accuracy and attention to detail; analytical skills.
- DUTIES** : Key Performance Areas: Act as secretariat for meetings; collate and analyse statistics from the courts and stakeholders; prepare reports and memoranda; Deal with complaints and ensure the effective administration of the specialized Courts (maintenance, domestic violence, equality courts, sexual offences courts, Children's Courts, Protection from Harassment) as well as Small Claims courts in the province; Participate in Inter-sectoral Committees and meetings on behalf of the Directorate Legal Administration Organize and participate in outreach programmes and trainings in the province; Deal with general administrative duties within the Directorate as required.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
- POST 26/61** : **STATE ACCOUNTANT: SYSTEMS AND ACCOUNTS REF NO: 22/144/CFO (X2 POSTS)**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: A 3 year National Diploma/Degree (NQF level 6) as recognized by SAQA in Finance, Public Finance or Accounting; At least 3 years' experience in financial work environment; Knowledge and experience in Basic Accounting System (BAS), Safety-net, Departmental Financial Instruction (DFI), (PFMA) and Treasury Regulations; A valid driver's licence. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Office); Interpersonal skills; Problem solving skills.
- DUTIES** : Key Performance Areas: Maintain security on BAS system by protecting information and system resources (production and training database); Assist system controller in implementing and maintaining user profiles, group profiles, workgroups and workflows; Create and maintain the Departmental chart of accounts; Prepare mappings of transaction processing rules and maintain parameters; Maintain the printing management of functionality on BAS; Identify BAS training needs of users within the Department and coordinate training with SITA; Provide support to management by assisting with Audit queries; Provide effective people management.

ENQUIRIES
APPLICATIONS

: Mr. J. Maluleke Tel No: (012) 315 1090
: 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.

NOTE

: People with disabilities are encouraged to apply