

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 10 February 2025
- NOTE** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively 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. 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 Senior State Law Advisor: LP9 with Ref No: 24/108/SLA post 01/11 and State Law Advisor: LP7-LP8 with Ref No: 24/109/SLA post 01/12 advertised in the Public Service Vacancy 01 dated 10 January 2025 with a closing date 27 January 2025, the Centre of the posts should be Pretoria/Cape Town. We apologize for the inconvenience caused.

MANAGEMENT ECHELON

- POST 03/03** : **DIRECTOR: BUSINESS APPLICATION LEARNING AND DEVELOPMENT**
REF NO: 24/68/IDS
(This is a re-advertisement, applicants who previously applied need not to re-apply)
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An NQF level 7 qualification in Information Technology as recognized by SAQA; 5 years' experience at a middle/ senior management level in applications analysis and design in a leaning and development work environment of an organization/institution/department; Nyukela Certificate (Certificate for entry into the Service Management Service from the National School of Government); Knowledge and understanding of Corporate Governance of Justice College Policy Framework and Justice System; Knowledge and understanding of Public Finance Management Act, Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions. 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 skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the development and implementation of business applications strategy and set operational deliverables; Manage and conduct research on the best practice models, technological developments and trends for business learning and development application; Manage and coordinate implementation of curriculum development, learner assessment and delivery modes strategies; Manage and facilitate training programmes and implementation plans for business applications and systems; Manage and facilitate identification of statement aims and intended learning outcomes of the curriculum for business applications and systems; Manage human, finance, and other resources.

ENQUIRIES APPLICATIONS : Mr. R Chauke Tel No: (012) 315 1329
: 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.

POST 03/04 : **MASTER (HEAD OF OFFICE): REF NO: 2024/11/GP**
(This is a re-advertisement, applicants who previously applied need not to re-apply)

SALARY : R1 216 824 – R1 433 355 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master of The High Court: Pretoria
: An LLB Degree (NQF level 7) as recognized by SAQA; 5 years' experience at middle/senior managerial level; Admitted as an Advocate/Attorney with right of appearance at High Court; Nyukela Certificate (Certificate of entry into Senior Management Service from the National School of Government); Knowledge of the South African legal system, legal practices and related sphere with specific reference to civil litigation and the law of contract; Knowledge of Family law litigation, legal research, the Administration of Estate Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act, Wills Act, the Constitution, Public Finance Management Act, Treasury Regulations and other relevant legislation. Skills and Competencies: Strategic capability and leadership, Project and programme 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.

DUTIES : Key Performance Areas: Manage and monitor the implementation of guardian's fund, Manage and monitor the implementation of deceased estate; Manage the administration of Curatorship and registration of Trust; Manage the administration of insolvencies; Manage master's administration support services and service point Operations; Provide effective people management.

ENQUIRIES APPLICATIONS : Ms. RR Moabelo Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or email to: PRaad@justice.gov.za

OTHER POSTS

POST 03/05 : **FAMILY ADVOCATE (LP7-LP8), REF NO: 2024/41/GP**

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 : Family Advocate: Johannesburg
: An LLB Degree or recognized 4-year legal qualification; At least 5 years appropriate post qualification litigation experience; Admittance as an Advocate; A valid driver's license. Skills And Competencies: Good communication skills (verbal and writing); Research, investigation, monitoring, evaluation and report writing skills and Diversity; Dispute and Conflict Resolution skills.

DUTIES : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereon; Institute and conduct enquiries to ascertain the best interest of

- children by means of ADR procedures; Institute enquires to ascertain the best interest of the minor child by means and evaluation; Attend to relevant circuit courts within the provinces.
- ENQUIRIES APPLICATIONS** : Ms. RR Moabelo 📞 (011) 332 9000
 : Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 Or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, JOHANNESBURG.
- POST 03/06** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT, REF NO: 25/02/FS**
- SALARY** : R849 707 – R 1 000 908 per annum. (All-inclusive remuneration package). The successful candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Bloemfontein
 : A relevant tertiary qualification at NQF level 7. A minimum of 3 years' experience in Supply Chain Management at management (Assistant Director) level; Knowledge and understanding of the Supply Chain Management Framework; Knowledge of Supply Chain Management acquisition practices. Knowledge of National Treasury Regulations. Skills and competences: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.); Good communication skills (written and verbal); Research and analytical skills. Budgeting and Financial Management; Leadership with strategic capabilities. Accuracy and attention to detail; Presentation and facilitation skills.
- DUTIES** : Key Performance Areas: Manage demand of goods and services in the province. Manage the acquisition/procurement services in the province. Manage and monitor the assets in accordance with the relevant policy and procedure. Render and monitor contract administration support service and compliance. Render a risk and performance management service with regard to supply chain internally and externally. Manage all resources in the section.
- ENQUIRIES APPLICATIONS** : Ms. N Dywili Tel No: (051) 407 1800/073 775 0709
 : Please direct your applications to: The Director HR, Private Bag X20578, BLOEMFONTEIN, 9300 or hand deliver to Physical Address: 108 St Andrew Street, BLOEMFONTEIN, 9300.
- POST 03/07** : **DEPUTY DIRECTOR: AREA COURT MANAGER, REF NO: 22/25EC**
- SALARY** : R849 702 – R1 000 908 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Amathole District - Butterworth
 : An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong Leadership and management capabilities; Strategic capabilities; Financial Management skills; Project management; Good communication (verbal and written); Computer literacy; Planning and organizing skills; Decision making skills; Presentation skills; Developing others.
- DUTIES** : Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms Y Mgcodo Tel No: (043) 702 7000 / 7127
 : Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X9065, East London, 5200
- POST 03/08** : **PARLIAMENTARY AND CABINET SUPPORT; REF NO: 24/75/MIN**
 (This is a re-advertisement; applicants who previously applied need not re-apply)
- SALARY** : R849 702 – R1 000 908 per annum. (All-inclusive remuneration package) The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria

- REQUIREMENTS** : A Bachelor's Degree/National Diploma (NQF level 6) in Public Administration, Social Science, Political Science or Economic Sciences; A minimum of 3 years' experience in Parliamentary and Cabinet environment at management (Assistant Director) level; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, prescript; Knowledge of Ministry operations, Secretariat Processes, Government policies, Cabinet and Parliament proceedings, Interpretation of statutes; functional areas covered by the Minister's portfolio; Knowledge and understanding of the Constitution, political and parliamentary processes in South Africa. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Decision making; Planning and organising skills; Project management.
- DUTIES** : Key Performance Areas: Monitor events in Parliament to identify matters that have a bearing on the portfolio of the Minister; Monitor events in Cabinet to identify matters that have a bearing on the portfolio of the Minister; Render an efficient and effective parliamentary service; Co-ordinate and control movements between the Pretoria and Cape Town Offices for Parliamentary sessions; Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly; Manage human, finance and other resources.
- ENQUIRIES** : Mr. S Maeko Tel No: (012) 315 1996
- 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
- NOTE** : People with disabilities are encouraged to apply.
- POST 03/09** : **ADMINISTRATIVE SUPPORT & CO-ORDINATION OFFICER: REF NO: 24/69/MIN:**
(This is a re-advertisement; applicants who previously applied need not re-apply)
- SALARY** : R849 702 – R1 000 908 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An appropriate Degree or equivalent qualification in Public Administration/Public Management at (NQF level 6); A minimum of 3 years' experience at management (Assistant Director) level; Knowledge and understanding of the functional areas covered by the executive authority's portfolio, political and parliamentary processes in South Africa; Knowledge of frameworks on cabinet and related matters; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, prescripts, the Constitution and interpretation of statutes. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Manage the administrative and coordination activities within the office of the executive authority; Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority; Render a Cabinet/executive council support service to the executive authority; Manage human, finance and other resources.
- ENQUIRIES** : Mr R Chauke Tel No: (012) 315 1329
- 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 03/10** : **ASSISTANT DIRECTOR: SERVICE CONDITIONS: REF NO: 25/01/FS**
- SALARY** : R444 036 – R532 602 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Bloemfontein
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management / Industrial and Organisational Psychology. A minimum of 3 years' experience in human resource administration with an emphasis on Conditions of Service at a supervisory level. Knowledge of Human Resource Administration legislative frameworks, methodologies and strategies in the Public Service; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc. Skills and competences: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.). Applied strategic thinking; Budgeting and Financial Management; Good Communication skills (written and verbal); Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.
- DUTIES** : Key Performance Areas: Co-ordinate the implementation of employment and general service conditions; Co-ordinate the implementation of policies and frameworks for Conditions of Service; Co-ordinate the implementation of service benefits; Manage human, finance and other resources.
- ENQUIRIES** : Ms. N Dywili Tel No: (051) 4071800/073 775 0709
- APPLICATIONS** : Please direct your applications to: The Director: HR, Private Bag X20578, BLOEMFONTEIN, 9300 or hand deliver to Physical Address: 108 St Andrew Street, BLOEMFONTEIN, 9300.
- POST 03/11** : **PRINCIPAL COURT INTERPRETER (3 POSTS)**
- SALARY** : R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Port Elizabeth, Ref No: 15/25EC
Magistrate, East London; Ref No: 16/25EC
Magistrate Office: Vredendal; Ref:04/2025/WC
- REQUIREMENTS** : NQF Level 4/ Grade 12; National Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; 5 years of practical experience as a Court Interpreter with a minimum two years supervisory experience; Proficiency in English and two or more indigenous languages; East London: (preference will be given to languages used in area and sign language); A valid driver's license; (Applicants will be subjected to a language test). Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem Solving; Planning and Organizing; Confidentiality.
- DUTIES** : Key Performance Areas: Interpret in Court of Law (Civil, Criminal matters and Small Claim Court; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Procure foreign language interpreters and casuals in line with PFMA; Provide effective people management.
- ENQUIRIES** : Eastern Cape: Mrs. L de Kock Tel No: (043) 702 7000 / 7130
Western Cape: Mr A Knowles Tel No: (021) 462 5471
- APPLICATIONS** : Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X9065, East London, 5200
Western Cape: Please direct your applications to: Provincial Office: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town For Attention: Ms P Paraffin
- NOTE** : Separate application must be made per centre and quoting the relevant reference number.
- POST 03/12** : **COURT INTERMEDIARY, REF NO: 17/25EC**
- SALARY** : R376 413 - R443 403 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Peddie

- REQUIREMENTS** : A three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; Teaching, Social Work/ Family Counselling, Child Care and youth development, Paediatrics, Psychiatry, Clinical counselling, Educational Psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). A valid driver's license. Proficiency in the following languages: English and Afrikaans. Language proficiency testing will be conducted during the interview. Skills and Competencies: Communication and empathetic listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision-making skills.
- DUTIES** : Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.
- ENQUIRIES** : Ms C Williams Tel No: (043) 702 7000 / 7131
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X9065, East London, 5200
- POST 03/13** : **ADMINISTRATION OFFICER (3 POSTS)**
- SALARY** : R376 413 - R443 403 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate: Queenstown, Ref No: 18/25EC
Magistrate: Mount Fletcher, Ref No: 19/25EC
Magistrate: Cofimvaba, Ref No: 20/25EC
- REQUIREMENTS** : Three-year National Diploma/Bachelor's degree in Public Administration/ Management or equivalent; Three years administration experience; knowledge of Human Resources Management; Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Budget control, Asset, Facility Management and PFMA. Skills and Competencies: Computer literacy (Microsoft packages); Organising and problem-solving skills; Sound Leadership and management skills; Good interpersonal relations; People Management.
- DUTIES** : Key Performance Areas: Co – ordinate and manage the financial and human resource 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; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of services.
- ENQUIRIES** : Mr W Ndamase Tel No: (043) 702 7000 / 7059 or Mr L Mthantalala Tel No: (043) 702 7000 / 7133 OR Mr W Ndamase Tel No: (043) 702 7000 / 7059
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X9065, East London, 5200
- NOTE** : Separate application must be made quoting the relevant reference number.
- POST 03/14** : **SENIOR COURT INTERPRETER (14 POSTS)**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate: Mthatha, Ref No: 1/25EC (2 Posts)
Magistrate: Bizana, Ref No: 2/25EC

- Magistrate: Flagstaff, Ref No: 4/25EC
 Magistrate: Whittlesea, Ref No: 5/25EC
 Magistrate: Alice, Ref No: 6/25EC
 Magistrate: Elliot, Ref No: 7/25EC
 Magistrate: Uitenhage, Ref No: 8/25EC (2 Posts)
 Magistrate: East London, Ref No: 9/25EC (2 Posts)
 Magistrate: Cradock: Ref No: 10/25EC
 Magistrate: Aliwal North, Ref No: 11/25EC
 Magistrate: Graaff-Reinet, Ref No: 12/25EC
- REQUIREMENTS** : Grade 12 or equivalent qualification with ten years' practical experience in court interpreting or National Diploma: Legal interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and minimum of three years practical experience in court interpreting. A valid driver's license. Language Proficiency in English and in two or more indigenous languages (preference will be given to languages used in area and sign language); (Applicants will be subjected to a language test) Skills and Competencies: Good communication (written and verbal); Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate/ Prosecutors; Make arrangements for foreign language interpreters in consultation with prosecutor; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
- ENQUIRIES** : Ms Msimang Tel No: (043) 702 7000 / 7136 or Mr P Hattingh Tel No: (043) 702 7000 / 7128 or Mr S Nofemela ☐ (043) 702 7000 / 7003 or Mr A Jilana Tel No: (043) 702 7000 / 7010
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X9065, East London, 5200
- NOTE** : Separate application must be made quoting the relevant reference number.
- POST 03/15** : **CHIEF ADMINISTRATION CLERK, REF NO: 21/25EC**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Queenstown
- REQUIREMENTS** : Grade 12 or equivalent qualification; 3 years' relevant experience in Court environment; Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.
- DUTIES** : Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide financial administration support services in the component; Provide personnel administration clerical support services within the component; provide effective people management.
- ENQUIRIES** : Mr W Ndamase Tel No: (043) 702 7000 / 7059
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X9065, East London, 5200
- POST 03/16** : **MAINTENANCE INVESTIGATOR, REF NO: 23/25EC**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Mthatha (Will also be responsible to work at other offices in the district as required)
- REQUIREMENTS** : Grade 12 Certificate or equivalent qualification; Relevant Administrative experience in Family Law Matters; Knowledge of the Maintenance Act (Act of 99 of 1989); A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Numeracy skills (Verbal and written); Ability to work with the public in a professional and empathetic manner; Explain terminology and process in simple language; Facilitation skills; Good interpersonal relations; Excellent Time management; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Serve Maintenance Summons, Warrants and Garnishee Orders for the District in terms of the Maintenance Act; Locate whereabouts of Persons; Give Testimony in Court under oath; Render administrative support to the Office.
- ENQUIRIES** : M Y Mgcodo Tel No: (043) 702 7000 / 7127

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X9065, East London, 5200
- POST 03/17** : **ADMINISTRATION CLERK (DCRS): (2 POSTS)**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate: Steytlerville, Ref No: 24/25EC
Magistrate, Bizana Ref No: 25/25EC
- REQUIREMENTS** : Grade 12. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.
- DUTIES** : Key Performance Areas: Perform clerical and court administrative services; Operating court recording machine; Maintaining registers; Keeping of daily statistics; Ensure that a proper filing system is maintained; Safe keeping of the court documents; Provide administrative support in general court and case flow management; Perform any other duties that may be allocated by the Court Manager.
- ENQUIRIES** : Ms C Williams Tel No: (043) 702 7000 / 7131 OR Mr L Mthantalala Tel No: (043) 702 7000 / 7003
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X9065, East London, 5200
- POST 03/18** : **COURT INTERPRETER (13 POSTS)**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate: Graaff-Reinet, Ref No: 13/25EC
Magistrate: Humansdorp, Ref No: 14/25EC
Magistrate: East London, Ref No: 26/25EC
Magistrate: Queenstown Ref No: 27/25EC
Magistrate: Mdantsane, Ref No: 28/25EC
Nerina House, Port Elizabeth, Ref No: 29/25EC
Magistrate: Centane, Ref No: 30/25EC
Magistrate: New Brighton, Ref No: 31/25EC
Magistrate: Willowvale, Ref No: 32/25EC
Magistrate: Butterworth, Ref No: 33/25EC
Magistrate George (Stationed in Plettenberg bay) Ref No: 01/2025/WC) (2 Posts)
Magistrate Simonstown; Ref No: 02/2025/WC
- REQUIREMENTS** : NQF level 4 / Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: Eastern Cape: Afrikaans and Xhosa as well as sign language and English; (Short listed candidates must pass a written language test to be interviewed); Three months Practical experience will be an added advantage; Driver's license will be an added. Skills and Competencies: Good communication (written and verbal); Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Render interpreting services; Translate Legal documents and Exhibits; Coin Words; Assist with reconstruction of Courts Records; Perform Specific line and administrative support functions; Assist in Cluster.
- ENQUIRIES** : EASTERN CAPE: Mr. Hattingh Tel No: (043) 702 7000 / 7128 or Mr A Jilana Tel No: (043) 702 7000 / 7010 or Ms C Williams Tel No: (043) 702 7000 / 7131 or Mr. S Nofemela Tel No: (043) 702 7000 / 7003 or Ms C Williams Tel No: (043) 702 7000 / 7131 or Mr A Jilana Tel No: (043) 702 7000 / 7010 or Ms S Msimang Tel No: (043) Tel No: 702 7000 / 7136 or Mr A Jilana Tel No: (043) 702 7000 / 7010 or Ms S Msimang Tel No: (043) 702 7000 / 7136 or Ms S Msimang Tel No: (043) 702 7000 / 7136
WESTERN CAPE: Ms P Paraffin Tel No: (021) 462 5471
- APPLICATIONS** : EASTERN CAPE: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X9065, East London, 5200
Applications: Please direct your applications to: Provincial Office: Private Bag X 9171,
CAPE TOWN, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town For Attention: Cape Town: Ms P Paraffin
- NOTE** : Separate application must be made quoting the relevant reference number