

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> obtainable using Microsoft edge or the latest Chrome version or alternatively the address specified in each post.
- CLOSING DATE** : 17 March 2025
- NOTE** : 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](http://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

- POST 08/01** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 24/72/CS**  
This post is a re-advertisement, applicants who previously applied should not re-apply
- SALARY** : R1 741 770 – R1 962 090 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 8 qualification as recognized by SAQA in Management/Public Management/Business Management/Human Resource or related fields; A minimum of 8 years' experience at Senior Management level in Corporate Services environment; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government); Knowledge of Public Service and its governance; Knowledge and understanding of Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Labour Relations Act, Employment Equity Act, Conditions for Occupational Injuries and Disability Act, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Services Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
- DUTIES** : Key Performance Areas: Oversee the provision of human capital management and development services; Oversee the provision of organisational development, employee health and wellness programmes, records management and administration support services; Oversee the provision of facilities management services for the Department and its agencies; Manage human, finance and other resources.
- ENQUIRIES** : Ms L V Mokhutsane Tel No: (012) 315 4839
- APPLICATIONS** : 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

## OTHER POSTS

- POST 08/02** : **DEPUTY DIRECTOR: LEGISLATIVE IMPLEMENTATION SUPPORT REF NO: 25/13/LD**
- 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 LLB qualification (NQF level 7) as recognized by SAQA; A minimum of 3 years' experience in legislation drafting and implementation at management (Assistant Director) level; Admitted as an Advocate/Attorney; Knowledge of Public Finance Management Act, Public Service Regulations, and Treasury Regulations; Practical experience in Legislative drafting. 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 organizing; Problem solving and decision making; Project management.
- DUTIES** : Key Performance Areas: Develop plans and programmes to implement primary and secondary legislation; Facilitate and coordinate the establishment of governance structures with civil society and other stakeholders to facilitate implementation of legislation; Monitor the implementation of legislative plans and programmes; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Ms R. Sema Tel No: (012) 315 3333  
: 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 08/03** : **ASSISTANT STATE ATTORNEY: (LP3-LP4) REF NO: 2025/01/GP (X2 POSTS)**  
This is a re-advertisement, applicants who previously applied are encouraged to re-apply.
- SALARY** : R357 843 – R979 059 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Johannesburg  
: LLB degree or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification Admission/litigation experience; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate Courts, Labour Courts, Land Claims Courts and CCMA; Draft and /or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection.
- ENQUIRIES APPLICATIONS** : Ms R Moabelo Tel No: (011) 332 9000  
: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 or Physical address: Department of Justice and Constitutional Development; 7<sup>th</sup> floor Schreiner Chambers, 94 Pritchard Street; Johannesburg.
- POST 08/04** : **PROVISIONING ADMINISTRATION OFFICER: ASSETS VERIFICATION, ACCOUNTING AND REPORTING REF NO: 25/14/FMS**  
This is a re-advertisement, applicants who previously applied should re-apply.
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria  
: An NQF level 6 qualification as recognized by SAQA in Financial Management/ Public Management/ Administration/ Auditing/ Cost Management; A minimum of 3 years' experience in Asset Management environment (Asset disposal, verification and accounting), At least 1 year supervisory or team leader level; Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instruction and Public Finance Management Act; Knowledge of Supply Chain Management prescript, Assets Management framework and policies; Knowledge of BAS; Skills and Competencies: Computer literacy; Interpersonal relations; Decision making; Diversity citizenship; Communication skills (verbal and written); Problem analysis; Self-management; Team membership; Technical proficiency.
- DUTIES** : Key Performance Areas: Administer asset disposal; Update the asset register; Reconcile asset disposal; Render general administration services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. A Van Roos 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.
- NOTE** : People with disabilities are encouraged to apply.
- POST 08/05** : **ASSISTANT MASTER (MR1- MR5) REF NO: 06/2025/M/WC**
- SALARY** : R239 673 – R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Master of the High Court: Western Cape  
: LLB Degree or four years' recognised legal qualification; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master of the High Court. Skills and Competencies:

Estate duties; Case flow management; Trust, Administration of estates; Legal research and drafting; Planning and organizing; Dispute resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment; Computer literacy.

**DUTIES** : Key Performance Areas: Managing the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Fund and resources in the office.

**ENQUIRIES** : Mr S Dyusha Tel No: (021) 462 5471

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5<sup>th</sup> Floor Norton Rose House, Cape Town.

**POST 08/06** : **ADMINISTRATIVE OFFICER REF NO: 25/VA06/NW**

**SALARY** : R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Provincial Office North West

**REQUIREMENTS** : A 3-year National Diploma/ NQF Level 6/ Degree in Office Administration/ Office Management; A minimum of 3 years' experience in administration of which one year supervisory/ team leader; Skills and Competencies: Computer literacy, Planning and organizing skills, Communication skills (verbal and written), Customer service; Creative thinking Customer Service Orientation; Problem solving skills, Interpersonal relations.

**DUTIES** : Key Performance Areas: Manage office facilities and risk services in the unit; Provide effective administration for the unit; Ensure effective and efficient financial management; Manage the human resources of the office.

**ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

**POST 08/07** : **ADMINISTRATION CLERK REF NO: 25/VA05/NW**

**SALARY** : R216 417 - R254 928 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Provincial Office North West

**REQUIREMENTS** : Grade 12 or equivalent qualification; Skills and Competencies: Computer literacy; Planning and organizing skills; Good communication skills (verbal and written); Good interpersonal relations, Flexibility, Teamwork, Customer Service Orientation; Problem analysis.

**DUTIES** : Key Performance Areas: Render critical support services; Provide supply chain clerical support services within the component.; Provide personnel administration support services; Provide financial administration support services in the component.

**ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.