

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 05 May 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, 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.

OTHER POSTS

- POST 13/59** : **FAMILY ADVOCATE LP7-LP8 REF NO: 2025/01/MP**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY** : R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: KwaMhlanga Magistrate Office
An LLB Degree or recognized 4-year legal qualification. Admitted as an Advocate / Attorney; At least 5 years appropriate post qualification, litigation and family law experience. A valid driver's license. Skills and competencies: Good communication skills (verbal and written); Litigation and Advocacy skills; Legal research and drafting; Dispute resolution; Case flow management and Mediation.
- DUTIES** : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute and conduct enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Deal with Hague matters and all relevant circuit courts within the province.
- ENQUIRIES APPLICATIONS** : Ms NC Maseko at 083 284 9056
Quoting the relevant reference number, direct your application to; The Provincial Head, Private Bag X11249, Nelspruit, 1200 or 24 Brown Street, 4TH Floor Nedbank Centre Nelspruit, 1200.

- POST 13/60** : **SENIOR LEGAL ADMINISTRATION OFFICER: (MR-6) REF NO: 24/71/DG**
This is a re-advertisement
- SALARY** : R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An LLB Degree or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience; Knowledge of the South African Legal System, Legal Practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act, Superior Courts Act and Magistrates Court Act; Knowledge and experience in Office Administration. Skills and Competencies: Legal research; Legal drafting; Applied strategic thinking; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Team leadership.
- DUTIES** : Key Performance Areas: Provide guidance and advice on various legal and policy frameworks and regulations; Provide legal advice for the Office of the Director-General; Coordinate Statutory Structures of which the Director-General is responsible; Attend meetings and workshops as required, providing support as required and monitor decisions; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr S Maeko Tel No: (012) 315 1996
: 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 13/61** : **STATE ACCOUNTANT: FINANCE REF NO: 25/01/KZN**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY** : R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Durban
: An appropriate Degree in Financial Accounting/ Management or equivalent qualification at NQF level 6; A minimum of 3 years working experience in a finance environment; Knowledge of Public Financial Management Act (PFMA) and National Treasury Regulations, Financial Instructions and Directives. Skills and competencies: Knowledge of BAS, Planning and organizing, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.
- DUTIES** : Key Performance Areas: Effective management of budget in accordance with the relevant prescripts which includes budget capturing, budget management, budget reporting. Effective management of expenditure in accordance with relevant prescripts, this includes processing of approved payments, Petty cash and PAYE. Effective management of Revenue in accordance with the relevant prescripts, this includes receipting and banking of all monies received due to the department. Effective participation during the audit performance by Internal/External auditors. Supervise and manage Accounting Clerks within Finance.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address.

- POST 13/62** : **STATE ACCOUNTANT: SALARIES & MISCELLANEOUS PAYMENTS REF NO: 25/02/KZN**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY** : R325 101 - R382 959 per annum, The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Durban
: An appropriate Degree in Financial Accounting/ Management or equivalent qualification at NQF level 6; A minimum of 3 years working experience in a finance environment; Knowledge of Public Financial Management Act (PFMA) and National Treasury Regulations, Financial Instruction and Directives. Skills and competencies: Knowledge of PERSAL, Planning and organizing, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.
- DUTIES** : Key Performance Areas: Effective management of Subsistence and travel allowance claims in accordance with the relevant prescripts; this includes checking of correctness, calculating and approval/authorizing. Effective management of all salary related transactions in accordance with the relevant prescripts, this includes checking, calculating and approval/authorizing of all salary related transactions. Effective participation during the audit performance by Internal/External auditors. Supervise and manage accounting clerks within the section.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address.
- POST 13/63** : **ACCOUNTING CLERK REF NO: 25/03/KZN**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY** : R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court, Pietermaritzburg
: Grade 12 (Senior Certificate) or equivalent qualification with one of the following as a passed subject (Maths or Accounting). Skills and Competencies: Communication Skills (Verbal & Written); Interpersonal relations; Computer literacy; Numerical Skills; Ability to work under pressure and be self- motivated; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Render financial accounting transactions; Bookkeeping support services; Render budget support services; Capture all financial transactions (e.g payments and receipts); Compile statistics and attend to external and internal enquiries; Assist with general office duties.
- ENQUIRIES APPLICATIONS** : Ms N.F Nkosi Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 13/64** : **COURT INTERPRETER: REF NO: 25/04/KZN**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY** : R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Magistrate Offices, Pinetown
: Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: IsiZulu and IsiXhosa (indigenous languages) are compulsory; Three months Practical experience and driver's license will be an added advantage. Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational

DUTIES

skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.

: Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.

ENQUIRIES

: Ms V Mlandeliso Tel No: (031) 372 3000

APPLICATIONS

: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address.