

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa.

- 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** : 08 September 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 posts will be subjected to a technical and/or 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:** The number of posts of Family Advocate: (LP7-LP8) advertised in the Public Service Vacancy Circular 28 dated 08 August 2025 with Ref No: REF NO: 04/25/LMP) has increased to 2 posts. The number of posts of Senior Assistant State Attorney: Polokwane and Thohoyandou advertised in the Public Service Vacancy Circular 28 dated 08 August 2025 with Ref No: 06/25/LMP and 07/25/LMP has increased to 2 posts in Polokwane and 3 posts in Thohoyandou which will be 5 posts in total.

OTHER POSTS

- POST 30/24** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 25/06/KZN**
- SALARY** : R896 436 – R1 055 958 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Durban
- REQUIREMENTS** : An NQF level 6 qualification as recognized by SAQA in Human Resource Management/Public Management/Industrial and Organisational Psychology; A minimum of 3 years' experience in Human Resource Management environment of which at (Assistant Director) level; Knowledge of PERSAL, Human Resource Management Directives/Policies, Employment Equity Act, Basic Conditions of Employment Act, Performance Management Systems; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework; guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations,

		Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies; Applied Strategic thinking; Applied technology; Budgeting and financial management; Communication and information Management; Continuous Improvement; Citizen focus and responsiveness; Developing others; Impact and influence; Managing interpersonal Conflict and Resolving Problems; Planning and Organising; Decision Making; Project management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the attraction, recruitment selection and appointment of the employees; Coordinate the implementation of employee compensation, general condition of services, benefits and incentives; Coordinate the provision of leave and PILIR matters; Coordinate the provision of human capital termination services (exit of the Employee; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms M.P. Khoza Tel No: (031) 372 3000.
<u>APPLICATIONS</u>	:	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 or https://forms.office.com/r/X2XaVPasWu
<u>POST 30/25</u>	:	<u>COURT MANAGER (X2 POSTS)</u>
<u>SALARY</u>	:	R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Worcester Ref No: 56/2025/WC (X1 Post) Vryburg Magistrate Court Ref No: 25/VA27/NW (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment of which 2 years should be as a supervisor or team leader; 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 Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Problem solving; Project management.
<u>DUTIES</u>	:	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 an analyse 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 strategies; Manage service level agreements.
<u>ENQUIRIES</u>	:	Western Cape: Ms P Paraffin Tel No: (021) 462 5471 North West: Ms. PM Seletedi Tel No: (018) 397 7088
<u>APPLICATIONS</u>	:	Western Cape: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000. For Attention: Ms P Paraffin. OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or https://forms.office.com/r/X2XaVPasWu North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 30/26</u>	:	<u>SOCIAL WORKER SUPERVISOR (GRADE 1- 2) (X2 POSTS)</u>
<u>SALARY</u>	:	R477 564 – R893 949 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Family Advocate, Cape Town Ref No: 39/2025/FA/WC Office of the Family Advocate, Worcester Ref No: 41/2025/FA/WC
<u>REQUIREMENTS</u>	:	Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Professional registration with the

		SACSSP; A minimum of seven (7) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in leading Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children's Act (inclusive Hague Convention on International Child Abduction). Skills and Competencies: Supervisory skills; Facilitation skills; Communication (written and verbal) skills; Computer literacy (MS Office); Mediation, interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Oversee child focus forensic assessment services; Supervise risk related to children's care environment and or contacts; Supervise the provision of Expert witness evidence in Court of Law; Oversee Implementation and monitoring operational performance of forensic social work Services; Conduct Appropriate Disputes Resolutions, Compile and register Parental Responsibilities and Rights (PRR) and Parenting Plans; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Adv S Pillay Tel No: (021) 426 1216
<u>APPLICATIONS</u>	:	Please forward your application to: Provincial Head: Private Bag X9171, Cape Town 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or visit: https://forms.office.com/r/X2XaVPasWu For Attention: Ms P Paraffin
<u>NOTE</u>	:	Shortlisted candidates will be required to submit proof of registration with SACSSP and service certificates of appropriate experience in Social Work after registration as Social Worker with SACSSP. Candidates whose name appear on Part B of the Child Register as mandated by Section 123(5) of the Children's Act, 2005 need not apply. Separate application must be made per centre and quoting the relevant reference number.
<u>POST 30/27</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 12/25/LMP</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification as recognized by SAQA in Human Resource Management/Public Management/Industrial and Organizational Psychology; A minimum of 3 years' experience in Human Resource Management environment at supervisory level. Knowledge of PERSAL, Human Resource Management Directives/Policies, Employment Equity Act, Basic Conditions of Employment Act, Performance Management Systems; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework; guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies; Applied Strategic thinking, applied technology; Budgeting and financial management; Communication and information Management; Continuous Improvement; Citizen focus and responsiveness; Developing others; Impact and influence; Managing interpersonal Conflict and Resolving Problems; Planning and Organising; Decision Making; Project management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the attraction, recruitment, selection and appointment of the employees; Facilitate and implement employee compensation, general conditions of services, benefits and incentives; Facilitate the provision of leave and PILIR matters; Facilitate the provision of human capital termination services (exit of the Employees); Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mr MD Chauke Tel No: (015) 287 2080 or Ms MR Phalane Tel No: (015) 287 2036)
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or https://forms.office.com/r/X2XaVPasWu

<u>POST 30/28</u>	:	<u>ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 25/10/KZN</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office, Durban
<u>REQUIREMENTS</u>	:	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. Skills and competences: Computer literacy (MS Word, PowerPoint, Outlook, Excel); 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms M.P. Khoza Tel No (031) 372 3000.
<u>APPLICATIONS</u>	:	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 or https://forms.office.com/r/X2XaVPasWu
<u>POST 30/29</u>	:	<u>ASSISTANT DIRECTOR: TRANSLATION AND EDITORIAL SERVICES (X4 POSTS)</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria: Tshivenda Ref No: 25/98/SLA (X1 Post) Sesotho Ref No: 25/99/SLA (X1 Post) Isiswati Ref No: 25/100/SLA (X1 Post) Isixhosa Ref No: 25/101/SLA (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF level 6) in Communication or Linguistics as recognized by SAQA; A minimum of 3 years' experience in a translation services work environment; Language requirements: Major in (Tshivenda, Sesotho, Siswati, isiXhosa); Knowledge and understanding of Public Service statutory framework, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions; Knowledge and understanding of applicable legislation (such as Basic Condition of Employment Act, Labour Relation Act) and Code of Conduct; Knowledge of Departmental interpretation and application of policies, prescripts and administration of an office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Oversee the translation function; Edit translated bills; Manage terminology development; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mr. M. Mokoena Tel No: (012) 744 2026
<u>APPLICATIONS</u>	:	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 or https://forms.office.com/r/X2XaVPasWu

<u>NOTE</u>	:	Separate applications must be made quoting the relevant reference.
<u>POST 30/30</u>	:	<u>ASSISTANT DIRECTOR: LANGUAGE SERVICES REF NO: 25/91/CA (X3 POSTS)</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Language Practice, Language Planning; A minimum of 3 years administration experience in Language practice/interpreting at functional level; Language requirements: (Tshivenda, Xitsonga and South African sign language). Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act; Knowledge of procurement process, Language stakeholders and their roles, interpretation of statutes; Knowledge of office administration. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the development of the Departmental language policies and strategies; Monitor performance on the implementation of language policies; Coordinate awareness campaigns of the Language Policy within the Department; Facilitate the coordination on international and non-governmental forums on the use of official languages; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Kgafela Tel No: (012) 315 1042
	:	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 or https://forms.office.com/r/X2XaVPasWu
<u>POST 30/31</u>	:	<u>ASSISTANT DIRECTOR: TRUTH AND RECONCILIATION (TRC) UNIT VICTIM SUPPORT COORDINATION REF NO: 25/92/CD</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An undergraduate qualification (NQF level 7) in LLB/Political Sciences/Social Sciences as recognized by SAQA; A minimum of 3 years functional specialist in a social cohesion or Human Rights redress environment; Understanding of the Constitution of South Africa; Knowledge of Public Finance Management Act and other governance promotion of Nation Unity and Reconciliation, and the Reparations Regulations; Understanding of Human Rights development. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the implementation of reparation programmes and projects; Monitor the implementation of reparation programmes and projects; Facilitate the development and implementation of all TRC reparations and awareness programmes; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S J Kgafela Tel No: (012) 315 1042
	:	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 or https://forms.office.com/r/X2XaVPasWu

<u>POST 30/32</u>	:	<u>SOCIAL WORKER (GR1- 4) (X7 POSTS)</u>
<u>SALARY</u>	:	R325 200 – R725 754 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Family Advocate, Cape Town Ref No: 42/2025/FA/WC (X4 Posts) Office of the Family Advocate, Worcester Ref No: 44/2025/FA/WC (X2 Posts) Office of the Family Advocate, Mitchells Plain Ref No: 43/2025/FA/WC (X1 Post)
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Social Workers or equivalent qualification, Appropriate experience in Social Worker after registration as Social Worker with the SACSSP. Registration with SA Council for Social Service Profession (SACSSP), Knowledge and experience in Mediating, Court experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act. Children's Act, Maintenance Act and Domestic Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license and willing to travel extensively within the province. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and Report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and recommendations to the best interest of the children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Conduct inquiries and interview parties and source references in family law disputes at townships and rural areas.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Buttress Tel No: (021) 426 1216
	:	Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or https://forms.office.com/r/X2XaVPasWu For Attention: Ms P Paraffin
<u>NOTE</u>	:	Shortlisted candidates will be required to submit proof of registration with SACSSP and service certificates of appropriate experience in Social Work after registration as Social Worker with SACSSP. Candidates whose name appear on Part B of the Child Register as mandated by Section 123(5) of the Children's Act, 2005 need not apply. Separate application must be made per centre and quoting the relevant reference number.
<u>POST 30/33</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER REF NO: 25/16/KZN</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Durban
<u>REQUIREMENTS</u>	:	Grade 12/ NQF level 4 qualification as recognized by SAQA; A minimum of 3 years working experience in a Human Resource Management environment at a clerical level; Knowledge of PERSAL System, Human Resource Management Directives/Policies; Knowledge and understanding of Human Resource Management environment and Performance Systems; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Employment Equity Act, Basic Conditions of Employment Act and Treasury Regulations. Skills and Competencies: Good communication skills (written and verbal); Computer literacy; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Problem solving and analysis.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and undertake the implementation and maintenance of attraction, recruitment, selection, appointment and employees administration; Supervise and undertake the implementation and maintenance of employee compensation, general conditions of services of benefits and incentives; Supervise and undertake the implementation and maintenance of leave matters; Supervise and undertake the implementation and maintenance of human capital termination and services administration (exit of the Employees); Provide effective people management.
<u>ENQUIRIES</u>	:	Ms M.P. Khoza Tel No: (031) 372 3000

<u>APPLICATIONS</u>	:	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 or visit: https://forms.office.com/r/X2XaVPasWu
<u>POST 30/34</u>	:	<u>CHIEF ADMINISTRATION CLERK (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum; The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Family Advocate: Mitchells Plain Ref No: 48/2025/FA/WC (X1 Post) Office of the Family Advocate: Worcester Ref No: 49/2025/FA/WC (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the Public Service; knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant legislation. Skills and Competencies: Good communication (written and verbal) skills; Computer Literacy (MS Office); Planning and Organizing skill; Ability to work under pressure; Problem solving skills; Customer service; Document management and filing; Numerical skills.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Knowles Tel No: (021) 462 5471 Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town. or visit: https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION NOTE</u>	:	Ms P Paraffin Separate application must be made per centre and quoting the relevant reference number.
<u>POST 30/35</u>	:	<u>LANGUAGE PRACTITIONER: TRANSLATION AND EDITORIAL SERVICES (X3 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria Ref No: 25/95/SLA, Isindebele (X1 Post) Ref No: 25/96/SLA, Isizulu (X1 Post) Ref No: 25/97/SLA, Sepedi (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF level 6) as recognized by SAQA in Communication or Linguistics; A minimum of 1 year experience in Language services; Language requirements: Major in (Isindebele, Isizulu and Sepedi) Knowledge and understanding of translation and interpreting; Language requirements: Practitioner in (IsiNdebele, Isizulu, Sepedi). Skills and Competencies: Computer literacy; Creative thinking; Customer service orientation; Problem solving; Self-management; Team membership; Translation skills; Report writing skills; Planning and organizing skills; Communication skills (verbal and written); Administrative skills; Terminology development; Proofreading skills; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Translate Bills and other legal documents; Conduct terminology development; Perform administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M. Mokoena Tel No: (012) 744 2026 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 or visit: https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate applications must be made quoting the relevant reference
<u>POST 30/36</u>	:	<u>FAMILY LAW ASSISTANT (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement)

<u>CENTRE</u>	:	Office of the Family Advocate, Cape Town Ref No: 46/2025/FA/WC (X1 Post) Office of the Family Advocate: Mitchells Plain Ref No: 47/2025/FA/WC (X1 Post)
<u>REQUIREMENTS</u>	:	A three (3) years qualification in a Legal field and/or equivalent legal qualification; knowledge in the functions of the Office of the Family Advocate, knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's act, Maintenance Act and Domestic Violence Act, (inclusive of Hague Convention on International Child Abduction). Skills and Competences: Communication skills (written and verbal); Computer literacy (MS Office); Mediation skills; Attention to detail; Conduct legal research; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Conduct screening interviews and parental responsibilities and rights information sessions, Assist members of the public with the completion of forms 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.
<u>ENQUIRIES</u>	:	Mr A Knowles Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please forward your application to: Regional Head: Private Bag X9171, Cape Town, 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5th Floor, Cape Town or visit: https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 30/37</u>	:	<u>LEGAL ADMINISTRATION OFFICER: LANGUAGE POLICY (MR1 - MR5)</u> <u>REF NO: 25/85/CA</u>
<u>SALARY</u>	:	R252 855 – R1 111 323 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An LLB Degree or a four year equivalent legal qualification; 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, the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act, the State Attorney Act, the Public Finance Management Act, Treasury Regulations, Departmental of Justice and Constitutional Development Financial Instructions and the State Liability Act. Skills and Competencies: Legal research; Legal drafting; Developing others; Planning and organizing skills; Communication skills; Integrity and resilience; Computer literacy; Dispute resolution.
<u>DUTIES</u>	:	Key Performance Areas: Implementation of National Policy Framework and regulations on Language Policy; Conduct research on language policy, collate, and analyse information and report on findings; Implement initiatives and programmes on Language Policy; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. M. Modibane Tel No: (012) 315 1668
<u>APPLICATIONS</u>	:	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 or visit: https://forms.office.com/r/X2XaVPasWu
<u>POST 30/38</u>	:	<u>ESTATE CONTROLLER, EC1-EC4 (X7 POSTS)</u>
<u>SALARY</u>	:	R252 855 – R586 956 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of The High Court, Bisho Ref No: 94/25EC (X1 Post) Master of The High Court, Mthatha Ref No: 95/25EC (X2 Posts) Master of The High Court, Kimberley Ref No: 28/25/NC/MA-KIM (X2 Posts) Master of The High Court: Thohoyandou Ref No: 26/25/LMP (X2 Posts)
<u>REQUIREMENTS</u>	:	An LLB degree or recognized four years' legal qualification. Knowledge of Administration of Estates Act, Compliance, Mental Health, Insolvency Act and

	other related Act, Registration of trusts Act, Curatorship's Act; knowledge of all local and international Legislation that regulates protection of children, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract. Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the State Attorney Act, the Public Finance Management Act, the Treasury Regulations and the State Liability Act. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
<u>DUTIES</u>	: Key Performance Areas: Administer Deceased Estates, Insolvent Estates, Curatorship; Trust and all aspects related to the administration thereof; Determine and assess Estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
<u>ENQUIRIES</u>	: Eastern Cape: Mr Ndamase Tel No: (043) 702 7000 / 7129 Northern Cape: Mr Y. Ajimudin Tel No: (053) 802 1300 Limpopo: Mr L Mapelane Tel No: (015) 287 2035 or Mr Ml Modiba Tel No: (015) 287 2034
<u>APPLICATIONS</u>	: Eastern Cape Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or https://forms.office.com/r/X2XaVPasWu Northern Cape 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. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges or https://forms.office.com/r/X2XaVPasWu Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Separate application must be made per centre and quoting the relevant reference number.
<u>POST 30/39</u>	: <u>ADMINISTRATION CLERK (X5 POSTS)</u>
<u>SALARY</u>	: R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Magistrate Office: Ga-Rankuwa Ref No: 2025/70/GP (X2 Posts) Magistrate Office: Vereeniging Ref No: 2025/71/GP (X1 Post) Master of the North Gauteng High Court Pretoria Ref No: 2025/72/GP (X1 Post) Office of the Family Advocate: Cape Town Ref No: 45/2025/FA/WC (X1 Post)
<u>REQUIREMENTS</u>	: Grade 12 Certificate or equivalent. Skills and Competencies: Good communication skills (written and verbal); Computer Literacy (MS Office); Administrative and organization skill; Ability to work under pressure; Customer service; Document management and filing; Interpersonal relations.
<u>DUTIES</u>	: Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES</u>	: Gauteng: Ms P Raadt Tel No: (011) 332 9000 Western Cape: Mr A Knowles Tel No: (021) 462 5471
<u>APPLICATIONS</u>	: Gauteng: 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; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or https://forms.office.com/r/X2XaVPasWu : Western Cape: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or visit: https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	: Ms P Paraffin

NOTE

: Separate application must be made per centre and quoting the relevant reference number.