

## 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** : 29 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](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 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.

## OTHER POSTS

- POST 33/32** : **FAMILY ADVOCATE (LP7-LP8) REF NO: 2025/76/GP**  
This is a re-advertisement, applicants who previously applied need not re-apply.
- SALARY** : R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate: Johannesburg
- REQUIREMENTS** : An LLB Degree or recognised 4-year legal qualification; Admission as an Advocate; Five (5) years appropriate post qualification litigation experience; Knowledge of Foundations of South African law, South African private law, Constitutional law, Criminal law, Intellectual property, Evidence and African Customary Law, Muslim Personal Law, Private International Law, Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act, Extensive knowledge of all local and international Legislation that regulates protection of children; 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, State Attorney Act, the Public Finance Management Act, the Treasury Regulations. Knowledge and experience in office administration; A

		valid driver's licence. Skills and Competencies: Good communication skills, both verbal and writing; Litigation and Advocacy skills; Research, investigation, monitoring, evaluation and report writing skills with intention to detail; Diversity management; Dispute and Conflict resolution skills; Computer literacy; Case Flow Management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Monitor the provisioning of forensic and risk social work services; Monitor and implement the provisions of the Hague Convention on Civil aspects of International Child Abduction; Manage and implement the provision of Forensic Social Work Social Work services; Manage and provide administrative support services; Attend to all relevant circuit courts within the Province.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 33/33</u></b>	:	<b><u>STATE LAW ADVISOR (LP7-LP8) REF NO: 25/89/LD (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	South African Law Reform Commission: Centurion
	:	LLB Degree or recognized 4 year legal qualification; At least 5 years' appropriate post qualification in litigation/legal advisory experience; Admission as an Advocate or Attorney; Knowledge of the Constitutional and laws of the RSA; 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 of South Africa, the Institution of Legal Proceedings Against Certain Organs of State Act; Knowledge of the Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act. 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; Computer literacy; Project management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Plan and conduct research, including comparative legal research in respect of the law of South Africa; Conduct extensive consultation with stakeholders with a view to obtain inputs and comment on draft research papers; Develop proposals for the development, improvement and modernization of the South African Law Reform; Develop recommendation and draft legislation for law Reform; Prepare issue papers, discussion papers and reports that contain research, recommendations and draft legislation for law reform; Conduct Socio Economic Impact Analysis on research and legislative proposal.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 33/34</u></b>	:	<b><u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 25/45/FS (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R630 630 – R1 450 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	State Attorney, Bloemfontein
	:	An LLB or 4 year recognized legal qualification; At least 4 years appropriate post qualification legal/litigation experience; Admittance as an Attorney; A thorough knowledge of legal practice, office management, accounting system and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa;

		Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrate Courts, Labour Courts, Land Courts, Land Claims Courts, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N Dywili at 073 775 0709
	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 No 108 St Andrew Street, Bloemfontein OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 33/35</u></b>	:	<b><u>COURT INTERPRETER REF NO: 2025/75/GP</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Office: Moretele
	:	NQF level 4/ Grade 12 or equivalent qualification; Three months Practical experience will be an added advantage; Driver's license will be an added advantage. Proficiency in English and one or more indigenous languages; Language requirements: English, Setswana, Isizulu or Xitsonga. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Computer literacy.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms V Shiburi 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 33/36</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 2025/74/GP</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Office: Westonaria
	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Gauteng: Ms V Shiburi 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; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg Or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 33/37</u></b>	:	<b><u>ADMINISTRATION CLERK (DCRS) REF NO: 2025/73/GP</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office: Westonaria

<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent qualification; Skills and Competencies: Communication skills (verbal and written); Above average computer literacy; Good interpersonal relations; Ability to work under pressure and also solve problems; Customer service; Knowledge of document management and filing.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Conduct daily court recordings; Prepare and setup the recording machines and ensuring that microphones are functioning; Report all malfunctions from the machines; Recording of court proceedings; Keep record of all the requests for transcription and record time spent in court per case; Ensure proper management of digital recording of court proceedings and integrity of records; Capturing of cases on ECMS/ ICMS daily; Ensure correct equipment is available for children and disabled; Prepare court records for Appeal and Review; Render assistance in general case flow management; Perform other administration duties as directed by the Court Manager from time to time.
<b><u>ENQUIRIES</u></b>	:	Ms V Shiburi Tel No: (011) 332 9000
<b><u>APPLICATIONS</u></b>	:	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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>