

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.

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>CLOSING DATE</u>	:	06 October 2025
<u>NOTE</u>	:	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.

OTHER POSTS

<u>POST 34/20</u>	:	<u>STATE LAW ADVISOR: (LP7-LP8) REF NO: 25/111/LD (X5 POSTS)</u>
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / advisory experience of which legislative drafting and conducting legal research forms a component; Admission as an Attorney or Advocate; Knowledge of Public Finance Management Act (PFMA); Knowledge and experience in Constitutional Law, Administrative Law, International Law and Labour Law. Skills and Competencies: Legal research and legislative drafting skills; Problem solving and decision making skills; Analytical thinking; Communication skills (verbal and written); Project management skills; Computer literacy; Ability to work under pressure and independently; Planning and organizing
<u>DUTIES</u>	:	Key Performance Areas: Investigate, evaluate, draft new and amend primary and subordinate legislation which has a bearing on the line functions of the Department; Conduct Socio-economic on matters pertaining to primary and subordinate legislation (after analyzing relevant policies); Conduct legal research on matters pertaining to primary and subordinate legislation (after analyzing relevant policies); Draft memoranda, reports and government

		<p>notices; Draft and prepare the necessary documents to present Bills to Clusters and Parliament; Evaluate and give inputs on draft legislation prepared by other Departments.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Ms R Sema Tel No: (012) 315 1333</p> <p>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 https://forms.office.com/r/X2XaVPasWu</p>
<u>POST 34/21</u>	:	<u>DEPUTY DIRECTOR: ACCOUNTS PAYABLE AND RECEIVABLE REF NO: 25/110/FMS</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	<p>National Office: Pretoria</p> <p>An NQF level 7 in Financial Management/ Financial Accounting/ B Com Accounting/ Auditing/ Cost Accounting as recognized by SAQA; A minimum of 3 years' experience in Financial Accounting environment at managerial (Assistant Director) level; Knowledge and understanding of Public Finance Management Act; Public Service Regulations, Treasury Regulations and Treasury Directives. Skills and Competencies: Strategic capability leadership; Programme and project management; Budgeting and financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); People management and empowerment; Client orientation and customer focus; Communication; Teamwork; Computer literacy; Honesty and integrity.</p>
<u>DUTIES</u>	:	Key Performance Areas: Manage the administration of accounts payable and receivable; Manage the processing of accounts payable; Manage the collection of accounts receivable; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Ms A Van Ross Tel No: (012) 315 1094</p> <p>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</p>
<u>POST 34/22</u>	:	<u>ASSISTANT DIRECTOR: HUMAN CAPITAL DEVELOPMENT REF NO: 25/109/CS</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>	:	<p>National Office, Pretoria</p> <p>An NQF level 6 qualification in Human Resource Management / Human Resource Development/ Management of Training / Industrial and Organisational Psychology as recognized by SAQA; A minimum of 3 years' experience in Human Resource Development environment at supervisory level; Knowledge of Performance Management Systems, Skills Development Act, Skills Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Conditions of Employment Act, Departmental Bursary Schemes; Knowledge and understanding of the Public Service statutory frameworks: 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. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy.</p>
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the implementation of Skills Development programmes; Facilitate the implementation of Internship & Learnership programmes; Facilitate the implementation of study assistance programmes; Facilitate the payments process for the programmes; Maintain partnerships with relevant stakeholders; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094

<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>POST 34/23</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2025/78/GP</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Cullinan
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12 and National Diploma in Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and a minimum of three years practical experience in court interpreting; OR Grade 12 with 10 year's practical experience in court interpreting; A valid driver's license; Proficiency in English and in two or more indigenous languages; Language requirements: English, Isindebele, Sepedi and Isizulu. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Render interpreting services. Translate legal documents and exhibits; Develop terminology; Assist with reconstruction of Court Records; Make arrangements for foreign language interpreters in consultation with the prosecutor; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES</u>	:	Ms V Shiburi Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	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
<u>POST 34/24</u>	:	<u>MESSENGER (X2 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 359 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of The Family Advocate, Upington Ref No: 26/25/NC/FA-UPT (X1 Post)
<u>REQUIREMENTS</u>	:	Magistrate Office: Atteridgeville Ref No: 2025/77/GP (X1 Post) Grade 10/ Abet qualification; A valid driver's license. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Ability to work in a team; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Render driver/messenger support services; Collect correspondence, distribute mail and parcels to various offices; Collect documents from respective government institutions; Transport officials to various destinations; Render clerical support services.
<u>ENQUIRIES</u>	:	Northern Cape: Mr J. Tope Tel No: (053) 802 1300 Gauteng Ms V Shiburi Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	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 OR https://forms.office.com/r/X2XaVPasWu Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Gauteng: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6, Johannesburg, 2000. OR Physical address: 7th floor; Provincial Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers, Corner Pritchard and Kruis Street OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference no.