

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>	:	20 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. Applications 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 correct salary notch for the posts of Senior Court Interpreter with Ref No: 2025/78/GP advertised in the Public Service Vacancy Circular 34 dated 19 September 2025 is R325 101 – R382 959 per annum. Applicants are further informed that the post of Deputy Director: Criminal Assets Recovery Account (CARA) with Ref No: 25/113/FMS advertised in Circular 35 dated 26 September 2025 is withdrawn. We apologize for the inconvenience caused. Enquiries: Ms S Maribeng Tel No: (012) 315 1103

OTHER POSTS

<u>POST 36/47</u>	:	<u>COURT MANAGER REF NO: 61/2025/WC</u>
<u>SALARY</u>	:	R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office; Kuilsriver (Bluedowns)
	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognised by SAQA in Public Administration/Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of three (3) years' experience in court management environment of which two (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; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Planning and organising; Developing others; Diversity management; Planning and organising; 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 and 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 APPLICATIONS</u>	:	Ms P Paraffin Tel No: (021) 462 5471
	:	Please direct your applications to: Provincial Head: Private Bag X 9171, 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>NOTE</u>	:	Persons with disabilities are encouraged to apply.

<u>POST 36/48</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 2025/82/GP</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>	:	Provincial Office: Gauteng
	:	An NQF level 6 qualification as recognized by SAQA in Property Management /Real Estate/ Property Studies; A minimum of 3 years' experience in facilities management /property management/real estate environment at a supervisory level; A valid driver's license will be an added advantage. Knowledge of facilities and building management principles and best practices, Government Immovable Assets Management Act (GIAMA) and Supply Chain Management Framework; Knowledge of National Building Regulations, prescripts and frameworks on corporate performance and technical knowledge within the Built Environment; Understanding of the Occupational Health and Safety Act (OHS), procurement processes; Knowledge of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Project Management; Financial Management skills; communications skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team oriented, and results driven; Interpersonal relations and customer orientation; Creative and analytical; Problem solving and conflict management; Continual learning and information search; Accuracy and attention to detail; People Management skills.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the implementation of facilities management strategy and plan. Facilitate the provision of facilities operations and maintenance. Facilitate the implementation of special project (repairs and maintenance). Facilitate and monitor facilities management financial and resource. Maintain partnerships with relevant stakeholder. Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms RR Moabelo Tel No: (011) 332 9000
	:	Please direct your applications 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 36/49</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 59/2025/WC</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Wynberg
	:	A three (3) year National Diploma / Bachelor's degree in Public Administration / Public Management or equivalent, 3 years' administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act (PFMA); Knowledge of Financial Management (Vote and Trust); Departmental Financial Instructions (DFI); BAS and Justice Yellow Pages. Skills and Competencies: People management; Computer literacy (Microsoft Packages); Good communication Skills (written and verbal); Organising and Problem-solving skills; Sound leadership and management skills; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Thirty Party Funds and Vote Accounts for the office; Coordinate, manage and administer support services to Case Flow Management and other court users.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Paraffin Tel No: (021) 462 5471
	:	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>POST 36/50</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 2025/79/GP</u>
<u>SALARY</u>	:	R325 101 – R 382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Tsakane
	:	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: Communication (written and verbal) skills; Computer literacy (MS Office); Planning and organizing skills; 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>	:	Ms T Maphoto 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

<u>POST 36/51</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2025/81/GP</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office Springs
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and A Minimum of three years practical experience in court interpreting; OR Grade 12 with 10 year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages; Language requirements: English, IsiZulu, Xitsonga, Sepedi. Skills and Competencies: 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; Record cases in criminal record book; Draw case records on request of Magistrate /Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES</u>	:	Ms T Maphot 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 https://forms.office.com/r/X2XaVPasWu
<u>POST 36/52</u>	:	<u>ESTATE CONTROLLER (EC 1 – 4) REF NO: 25/VA26/NW</u>
<u>SALARY</u>	:	R252 855 – R586 956 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court: Mahikeng
<u>REQUIREMENTS</u>	:	An LLB degree or recognized four years legal qualification. 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 details; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship, Trusts 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>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	:	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 https://forms.office.com/r/X2XaVPasWu
<u>POST 36/53</u>	:	<u>COURT INTERPRETER (X2 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: Durban Ref No: 25/30/KZN (X1 Post) Magistrate Vanderbijlpark Ref No: 2025/83/GP (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages; Three months Practical experience and driver's license will be an added advantage. Language requirement: Durban: English, IsiZulu and IsiXhosa; Vanderbijlpark: English, IsiXhosa and Sotho. Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Kwazulu Natal: Ms V.T. Mlandeliso Tel No: (031) 3723000 Gauteng: Ms P Raadt Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	KwaZulu Natal: Quoting 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 Gauteng: Quoting the relevant reference number, direct your application to: Provincial head 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 https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Please Note: Separate application must be made per centre and quoting the relevant reference number.

<u>POST 36/54</u>	:	<u>ADMINISTRATION CLERK (X2 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 Offices: Malmesbury Ref No: 62/2025/WC (X1 Post) Hermanus Ref No: 63/2025/WC (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification. Skills and Competencies: Computer skills; Planning and organising; Interpersonal skills; Language skills; Flexibility; Good verbal and written communication skills; Teamwork.
<u>DUTIES</u>	:	Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.
<u>ENQUIRIES</u>	:	Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	AddresS: 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>NOTE</u>	:	Please Note: Separate application must be made per centre and quoting the relevant reference number.
<u>POST 36/55</u>	:	<u>MESSENGER REF NO: 60/2025/WC</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Wynberg
<u>REQUIREMENTS</u>	:	Grade 10/Abet level 4 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 the various office; Collect documents from respective government institutions; Transport officials to various destinations; Render clerical support services.
<u>ENQUIRIES</u>	:	Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	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: https://forms.office.com/r/X2XaVPasWu