

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** : 10 November 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.

MANAGEMENT ECHELON

- POST 39/42** : **DIRECTOR: FINANCE (X2 POSTS)**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply).
- SALARY** : R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office – Free State Ref No: 25/46/FS (X1 Post)
Limpopo Provincial Office– Polokwane Ref No: 81/25/LMP (X1 Post)
- REQUIREMENTS** : An NQF level 7 qualification as recognized by SAQA in Financial Management/Financial Accounting/ Internal Audit; Nyukela Certificate (Certificate of entry into Senior Management Service from the (NSG) National School of Government); 5 years' experience at middle/senior managerial level in financial management environment; Knowledge of budget management and financial management principles; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment;

	Client orientation and customer focus; Communication skills; Computer literacy; Honesty and integrity.
<u>DUTIES</u>	: Key Performance Areas: Manage the development of budget; Manage the expenditure patterns; Manage and provide asset management services; Manage and provide supply chain services; Manage and provide Third Party Funds (TPF) services; Manage human, finance and other resources.
<u>ENQUIRIES</u>	: Free State: Ms N Dywili at (073) 775 0709 Limpopo: Mr. M.D Chauke Tel No: (015) 287 2080 or Ms. M.P Mongalo Tel No: (015) 287 2037
<u>APPLICATIONS</u>	: Free State: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X20578, Bloemfontein, 9300, hand deliver it at 108 St Andrews Street (co St Andrew and West Burger Street), Bloemfontein, 9300 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 quoting the relevant reference number.
<u>POST 39/43</u>	: <u>DIRECTOR: LEGAL ADMINISTRATION AND ADVOCACY (X2 POSTS)</u> (This is a re-advertisement, applicants who previously applied are encouraged to re-apply).
<u>SALARY</u>	: R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Provincial Office: Northern Cape Ref No: 40/25/NC/PROV-OFF (X1 Post) Provincial Office Legal Services: Free State Ref No: 25/47/FS (X1 Post)
<u>REQUIREMENTS</u>	: An LLB or an appropriate Legal or Law Degree (NQF level 7) as recognized by SAQA; A post graduate qualification in Law or Legal will be an added advantage; 6 years' experience in the field of Law, court administration/management environment of which 5 years should be at middle/senior managerial level; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the National School of Government); Knowledge and understanding of Public Finance Management Act (PFMA), Public Service Regulations, Treasury Regulations; Knowledge and understanding of the Constitution, Constitutional law cases, criminal, civil and family cases. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Computer literacy; Honesty and integrity.
<u>DUTIES</u>	: Key Performance Areas: Manage the provision of legal administration and statutory appointment; Manage family law services (Maintenance, Child Justice and Intermediary); Manage language and interpreting services in provinces; Facilitate the promotion and awareness of justice related services; Provide effective people management.
<u>ENQUIRIES</u>	: Northern Cape: Mr L Swartz Tel No: (053) 802 1300 Free State: Ms N. Dywili at (073) 775 0709
<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 Free State: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Corner St Andrew Street, Bloemfontein, 9301 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number.

OTHER POSTS

<u>POST 39/44</u>	:	<u>STATE LAW ADVISER: LP7/8 REF NO: 25/116/LD</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 REQUIREMENTS</u>	:	South African Law Reform Commission: Centurion
	:	LLB Degree or recognized 4-year legal qualification; At least 5 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; Knowledge of Constitutional Law, south African legal system, legal practices and related spheres with specific reference to civil litigation and law of contract; Knowledge of institution of legal proceedings against certain organs of state act, Prescription Act, State Attorney Act, Public Finance Management Act (PFMA), Treasury Regulations, Department Financial Instructions and State Liability Act. Skills and Competencies: Applied strategic Thinking; Applied technology; 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 organising; Decision making; Project management; Computer literacy.
<u>DUTIES</u>	:	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 recommendations 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 proposals; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. R Sema Tel No: (012) 315 1333
	:	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
<u>POST 39/45</u>	:	<u>CHIEF REGISTRY CLERK REF NO: 2025/85/GP</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Johannesburg
	:	Grade 12 or equivalent qualification; A minimum of 3 years' experience in archives and records management. Skills and Competencies: Concern for others; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Organizational communication Effectiveness; Problem analysis; Self-Management; Team membership; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and provide registry counter services; Supervise the handling of incoming and outgoing correspondence; Supervise and render an effective filing and record management service; Supervise the operation and operate office machines in relation to the registry function; Supervise the processing and processing of documents for archiving and/disposal; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	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 https://forms.office.com/r/X2XaVPasWu
<u>POST 39/46</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 25/VA33/NW</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Ditsobotla
	:	Grade 12 certificate or equivalent; A minimum of three (3) years' relevant experience; Understanding of customer service oriented. Skills and

		Competencies: Good Communication (verbal and written) skills; Computer literacy (MS Office); Planning and Organizing.
<u>DUTIES</u>	:	Key Performance Areas: Render general clerical support services; Provide supply chain clerical services within the office; Provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide financial administration support services in the office; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. L Shoai Tel No: (018) 397 7088
<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 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 39/47</u>	:	<u>ACCOUNTING CLERK REF NO: 25/VA34/NW</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 with commercial subjects; Knowledge and understanding of financial legislation, Prescripts and Procedures; Knowledge of Basic Operating System (BAS), Justice Yellow Page (JYP), PERSAL; Knowledge of Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulation (PSR) and Preferential of Procurement Policy Framework Act (PPPFA); Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook and Excel); Strong communication skills (Written & verbal); Creative and analytical; Planning and Organizing; Problem solving and conflict Management; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Render financial accounting transactions; Perform salary administration support services; Perform Bookkeeping support services; Render a budget support service.
<u>ENQUIRIES</u>	:	Ms. L Shoai Tel No: (018) 397 7088
<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 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 39/48</u>	:	<u>ESTATE CONTROLLER (EC1 – EC4) (X2 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: Pretoria Ref No: 2025/86/GP (X1 Post) Master of The High Court, Pietermaritzburg Ref No: 25/38/KZN (X1 Post)
<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, State Attorney Act, the Public Finance Management Act, 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 and Insolvent Estates, Curatorships, 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 functions of the office.
<u>ENQUIRIES</u>	:	Gauteng: Ms. P Raadt Tel No: (011) 332 9000 KwaZulu-Natal: Ms N.F. Nkosi Tel No: (031) 3723000
<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>

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>

NOTE

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