

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>	:	24 November 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 41/85</u>	:	<u>CLUSTER MANAGER: COURT INTERPRETING REF NO: 37/25/NC/UPT</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Magistrate Office: Upington (Upington Cluster)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; 6 years' experience as a Court Interpreter of which 3 years should be at a supervisory level; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Listening skills; Time management; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure and Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Manage the cluster legal interpreting and language services; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non human resources of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.
<u>ENQUIRIES</u>	:	Mr. Matjelo Mokgola Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: 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
<u>NOTE</u>	:	Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges.
<u>POST 41/86</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 42/25/NC/KIM</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Kimberley
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12; National Diploma: Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Proficiency English; Proficiency in two (2) or more indigenous languages; Five (5) years of practical experience as a Court Interpreter with minimum two (2) years supervisory experience; A valid driver's licence. 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; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Provide effective people management; Procure Foreign Language Interpreters and Casual Interpreters.
<u>ENQUIRIES</u>	:	Mr M. Mokgola Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: 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
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<u>POST 41/87</u>	:	<u>MAINTENANCE OFFICER (MR 1 – MR 5) (X2 POSTS)</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>	:	Magistrate Office: Douglas (will serve Groblershoop and Kenhardt) Ref No: 34/25/NC/UPT (X1 Post) Magistrate Office: Upington (will serve Hopetown, Griekwastad and Prieska) Ref No: 35/25/NC/DOU (X1 Post)
<u>REQUIREMENTS</u>	:	An LLB Degree or a four (4) year recognized legal qualification; Knowledge of the maintenance system; Maintenance Act and family law matters; Understanding of all services and procedures in the area of Maintenance; Proficiency in at least two official languages; A valid driver's license and willing to travel extensively. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (verbal and written); Numeracy skills; Interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Perform the powers; Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders; Compile statistics.
<u>ENQUIRIES</u>	:	Mr R. Motlekar Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: 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
<u>NOTE</u>	:	Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges.
<u>POST 41/88</u>	:	<u>DEBT COLLECTION CLERK REF NO: 38/25/NC/SA-KIM</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Kimberley
	:	Grade 12 or equivalent; Seven (7) - twelve (12) months appropriate work experience. Skills and Competencies: Computer Literacy (MS Office); Good communication (verbal and written); Customer relations; Accuracy and attention to detail; Problem analysis; Planning and organizational skills; Ability to work in a team and under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Render debt collection processes for the office; Draft routine correspondence and reports; Draft and type pleadings such as summons, warrant of execution and judgment notice of sale, Section 65 notice; Draft affidavits; Provide clerical administration of debt collection; Administer an effective filing system; Render financial accounting transactions; Calculate payments and interest towards settlement of debts; Consult with clients and debtors to negotiate payments.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K. Fritz Tel No: (053) 802 1300
	:	Quoting the relevant reference number, direct your application to: Postal address: 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
<u>NOTE</u>	:	Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges.
<u>POST 41/89</u>	:	<u>COURT INTERPRETER REF NO: 36/25/NC/GAL</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Galeshewe
	:	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. Preferences will be given to languages used in the area; 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 APPLICATIONS</u>	:	Mr N. Leshage Tel No: (053) 802 1300
	:	Quoting the relevant reference number, direct your application to: Postal address: 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
<u>NOTE</u>	:	Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges.
<u>POST 41/90</u>	:	<u>ADMINISTRATION CLERK-CRT (X7 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 Carnavon Ref No: 29/25/NC/CAR (X1 Post) Magistrate Office: Kuruman Ref No: 30/25/NC/KUR (X1 Post) Magistrate Office Colesburg Ref No: 31/25/NC/COL (X1 Post) Magistrate Office: Hopetown Ref No: 32/25/NC/HPT (X1 Post) Magistrate Office: Galeshewe Ref No: 33/25/NC/GAL (X2 Posts) Magistrate Office: Sutherland Ref No: 41/25/NC/SUT (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Ability to work under pressure and to solve problems; Customer service; Document management; Planning and organizations skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Key Performance Areas: Prepare recordings of court proceedings; Render clerical and administrative functions; file/store and ensure safekeeping of court documents.
<u>ENQUIRIES</u>	:	Mr. Y Ajimudin Tel No: (053) 802 1300

APPLICATIONS

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