

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** : 01 December 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 42/78** : **PROVINCIAL HEAD (X3 POSTS)**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply).
- SALARY** : R1 494 900 – R1 787 328 per annum, (all-inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: North West Ref No: 25/VA07/NW
Provincial Office: Northern Cape Ref No: 02/25/NC/PROV.OFF
Limpopo Provincial Office: Polokwane Ref No: 02/25/LMP
- REQUIREMENTS** : LLB Degree/An NQF level 7 qualification as recognized by SAQA in Social Science/ Public Administration/ Management; 5 years experience at senior management level in Court Management/Administration environment; Nyukela Certificate is required before appointment for all SMS positions (Certificate for Entry into the Senior Management Service from the (NSG) National School of Government). Knowledge of the Law, Case Law, Criminal, Civil and Family cases and interpretation of relevant statutes, the Public Service and its governance; Knowledge of service delivery Improvement Models, Facility and Security Management; Knowledge of Basic Conditions of Employment Act, Occupational Health and Safety Act, Labour Relations Act, Promotion of Access to Information Act, Employment Equity Act; Archival Act and understanding of the Constitution; Knowledge and understanding of the Public Service statutory frameworks; Financial Management and regulatory

		framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Strategic leadership capability; 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; Honesty and integrity; Ability to interpret statistics and written reports, Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage justice operations and related services in the province; Manage the provision of legal administration and advisory services; Manage and monitor human resource management and development services in the province; Manage and administer the provision of financial management services in the province; Manage and facilitate stakeholders relationship; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	North West: Mr T Chabeli Tel No: (018) 397 7031 Northern Cape: Mr L Swart Tel No: (053) 802 1317 Limpopo: Mr D Chauke Tel No: (015) 287 2080
<u>APPLICATIONS</u>	:	North West: 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, 2745 OR https://forms.office.com/r/X2XaVPasWu Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of 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 Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice and 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

OTHER POSTS

<u>POST 42/79</u>	:	<u>SENIOR STATE LAW ADVISOR: LP9 REF NO: 25/120/LD</u>
<u>SALARY</u>	:	R1 195 110 – R1 859 814 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 Commission: Centurion An LLB Degree or recognized 4 year legal qualification; At least 8 years appropriate post qualification litigation/ advisory experience; Admission as an Attorney or Advocate; Knowledge of the Constitutional Law and Administrative Law, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act; the State Attorney Act, the Public Finance Management Act, the Treasury Regulations, the Departmental Financial Instructions and the State Liability Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy; Legal research and legislative drafting; Analytical thinking.
<u>DUTIES</u>	:	Key Performance Areas: Plan and conduct research, including comparative legal research in respect of the law of South Africa; Develop, improve and modernize the law; 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 extensive consultation with stakeholders with a view to obtain inputs and comment on draft research papers; Conduct Socio Economic Impact Analysis on research and legislative proposals; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. R. Sema Tel No: (012) 315 1333
<u>APPLICATIONS</u>	:	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 visit: <https://forms.office.com/r/X2XaVPasWu>

<u>POST 42/80</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 2025/56/MP</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</u>	:	Provincial Office, Mpumalanga
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA in Social Work/Psychology and registered with the South African Council for Social Service Professions or Health Professions Council of South Africa. A minimum of 3 years 'experience in Employee Health and Wellness work environment at managerial (Assistant Director) level. Knowledge on employee Health and Wellness Integrated Strategic Framework in the Public Service; Sound Knowledge of all four EHW Pillars; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions (DFI), the Public Finance Management Act, the Public Service Regulations, Treasury Regulations Act, Government initiatives and decisions. Skills and competencies: Applied strategic thinking, Applied Technology, Budgeting and financial management, Communication and information management, Continuous improvement, Citizen Focus and responsiveness, Developing others, Diversity management, Impact management, Impact influence, Managing interpersonal conflict and Resolving problems, Planning and organising, Decision making skills, Project management, Computer literacy; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Manage, coordinate, implement and promote the physical wellbeing (wellness programmes) of individuals employees; Manage, implement and promote the psycho-social wellbeing (employee assistance) of individual employees; Manage, implement and promote Work-Life Balance; Manage and implement Health & Productivity interventions; Manage and implement HIV/AIDS and TB Programmes; Manage and implement Safety, Health Environment, and Risk & Quality Management (SHERQ) in the workplace; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. NC Maseko at 083 284 9056
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank Centre ,5th Floor, Building, Nelspruit, 1200 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 42/81</u>	:	<u>DEPUTY DIRECTOR: CRIMINAL ASSETS RECOVERY ACCOUNT REF NO: 25/113/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</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in Financial Management/ Accounting as recognized by SAQA; A minimum of 3 years' experience in a financial management and project environment at managerial (Assistant Director) level; Knowledge and understanding of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA); Understanding of project/programme management techniques and methods; Knowledge of performance evaluation principles; Knowledge and understanding of Prevention of Organised Crime Act. Skills and competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and financial management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate project planning processes in line with prescribed project management methodology; Monitor the end to-end execution of all projects in line with approved project plans; Coordinate project stakeholder relations; Evaluate project outputs and facilitate the implementation of post-closure recommendations; Manage and monitor

		financial reporting on Criminal Assets Recovery Account (CARA) and President's Funds; 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 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
<u>POST 42/82</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 25/14/KZN</u>
<u>SALARY</u>	:	R397 116 – R 467 790 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court: Ekuvukeni
<u>REQUIREMENTS</u>	:	Three-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 Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Skills and Competencies: People Management; Computer literacy (Microsoft packages); Good communication skills (written and verbal); Organizing 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 resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Section, section related to Family Court, Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users.
<u>ENQUIRIES</u>	:	Ms NF Nkosi Tel No: (031) 372 3000.
<u>APPLICATIONS</u>	:	Quote 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 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 42/83</u>	:	<u>ADMINISTRATION CLERK (X3 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>	:	State Attorney Kimberley Ref No: 39/25/NC/SA-KIM (X1 Post) Magistrate Office; Laingsburg Ref No: 75/2025/WC (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent. Skills and competencies: Good communication skills (written and verbal); Computer literacy (MS Office); Administrative and organization skills; Ability to work under pressure; Customer service; Document management and filing; Interpersonal relations.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Northern Cape: Ms K. Fritz Tel No: (053) 802 1308 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<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 Western Cape: 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>FOR ATTENTION</u>	:	Ms P Paraffin

<u>POST 42/84</u>	:	<u>COURT INTERPRETER REF NO: 2025/13/MP</u> (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Middelburg Magistrate Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous language: Language requirement: Afrikaans. 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; To perform any other duties he / she may be assigned to do in terms of rationalizations of functions by the office.
<u>ENQUIRIES</u>	:	Mr. TV Mavundla at 078 802 0741
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 OR https://forms.office.com/r/X2XaVPasWu