

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>	:	08 December 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 43/68</u>	:	<u>DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 67/25/LMP</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Vhembe District
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong Leadership and management capabilities; Strategic capabilities; Financial management skills; Project management; Good communication (verbal and written); Computer literacy; Planning and organizing skills; Decision making skills; Presentation skills; Developing others.
<u>DUTIES</u>	:	Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.

<u>ENQUIRIES</u>	:	Mr. M.D Chauke Tel No: (015) 287 2080 or Ms. M.F Mathosa Tel No: (015) 287 2035
<u>APPLICATIONS</u>	:	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>POST 43/69</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 68/25/LMP</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: Lenyenye
<u>REQUIREMENTS</u>	:	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</u>	:	Ms. Phalane M.R Tel No: (015) 287 2036 or Ms. Mongalo M.P Tel No: (015) 287 2037
<u>APPLICATIONS</u>	:	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>POST 43/70</u>	:	<u>MAINTENANCE INVESTIGATOR (X2 POSTS)</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: Seshego Ref No: 71/25/LMP (X1 Post) Brits Magistrate Court Ref No: 25/VA39/NW (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent qualification; Relevant Administrative experience in Family Law Matters; Knowledge of the Maintenance Act (Act of 99 of 1989). Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Planning and organizing; Good interpersonal relations; Time management; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Serve Maintenance Summons, Warrants and Garnishee Orders for the District in terms of the Maintenance Act; Locate whereabouts of Persons; Give Testimony in Court under oath; Render administrative support to the Office.
<u>ENQUIRIES</u>	:	Limpopo: Ms MF Mathosa Tel No: (015) 287 2035 Or Mr MI Modiba Tel No: (015) 287 2034 North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	:	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 https://forms.office.com/r/X2XaVPasWu 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 https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting relevant reference number numbers.

<u>POST 43/71</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 72/25/LMP</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: Nebo
<u>REQUIREMENTS</u>	:	Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification in the field of languages at NQF 5 and minimum of three years' practical experience in court interpreting or Grade 12 with ten years' practical experience in court interpreting; Proficiency in English and two or more indigenous languages. A valid driver's license will serve as an added advantage. Language requirements: Sepedi, Tsonga, IsiNdebele, Tshivenda and Zulu. Skills and Competencies: Planning and organizing; Time management skills; Interpersonal skills; Problem solving and analytical thinking; Listening skills; Good communication skills; Computer literacy; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with reconstruction of Court Records; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES</u>	:	Ms. Mongalo M.P Tel No: (015) 287 2037 or Ms. Mathosa M.F Tel No: (015) 287 2035
<u>APPLICATIONS</u>	:	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>POST 43/72</u>	:	<u>LABOUR RELATIONS OFFICERS REF NO: 2025/36/MP (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. Successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office, Nelspruit
<u>REQUIREMENTS</u>	:	An NQF Level 6 qualification as recognised by SAQA in Labour Relations/Labour Law/LLB; A minimum of 2 years' functional experience in Labour Relations environment; Knowledge and understanding of relevant labour laws, policies and procedures; Knowledge of Basic Condition of Employment Act; Labour Relations Act, Employment Equity Act; Knowledge of 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 etc. Skills And Competencies: Concern of others; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Organisational communication (verbal and written) skills; Problem analysis, Computer literacy.
<u>DUTIES</u>	:	Administer and implement Labour relations policy and strategy; Handle misconduct and grievances; Handle and administer dispute resolutions; Administer collective bargaining processes.
<u>ENQUIRIES</u>	:	Ms K N Zwane at 060 532 2006
<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.
<u>POST 43/73</u>	:	<u>MAINTENANCE OFFICER (MR1-MR5) (X3 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, Vredendal Ref No: 79/2025/WC (X1 Post) Magistrate Office: Seshego Ref No: 69/25/LMP (X1 Post) Magistrate Office Mahwelereng Ref No: 70/25/LMP (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. 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, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for Maintenance enquiries; Guide Maintenance investigators in the performance of their functions; Implementation of Bench orders; Provide reports and compile statistics.
<u>ENQUIRIES</u>	: Western Cape: Mr A Knowles Tel No: (021) 462 5471 Limpopo: Ms MF Mathosa Tel No: (015) 287 2035 OR Mr P Mongwe Tel No: (015) 287 2034
<u>APPLICATIONS</u>	: 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 https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	: Ms P Paraffin 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 43/74</u>	: <u>ADMINISTRATION CLERK (X6 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; Tulbagh Ref No: 76/2025/WC (X1 Post) Magistrate Office: Sekhukhune (CASH HALL) Ref No: 75/25/LMP (X1 Post) Magistrate Office: Groblersdal (CASH HALL) Ref No: 76/25/LMP (X1 Post) Master of The High Court Polokwane Ref No: 77/25/LMP (X1 Post) Magistrate: Office: Malamulele, (CASH HALL) Ref No: 78/25/LMP (X1 Post) Magistrate Office: Moutse (CASH HALL); Ref No: 79/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	: Grade 12 certificate or equivalent qualification. Skills and Competencies: Computer skills; Planning and organizing; 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>	: Western Cape: Ms P Paraffin Tel No: (021) 462 5471 Master of The High Court – Polokwane: Mr M.I Modiba Tel No: (015) 287 2034 Sekhukhune: Mr. Shebu R.C.P Tel No: (013) 260 1001/ 2/ 3 - 1643 Groblersdal: Ms Botholo A Tel No: (013) 262 2033 Malamulele: Mr P Mutavhatsindi Tel No: (015) 851 0022 Moutse: Ms A T Bilankulu Tel No: (013) 980 0005
<u>APPLICATIONS</u>	: 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 https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	: Ms P Paraffin Sekhukhune: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager: Department of Justice & Constitutional Development, Private Bag X9207, Sekhukhune, 1124. OR Physical address: Registry Office no 14, Magistrate Sekhukhune Or https://forms.office.com/r/X2XaVPasWu Polokwane: 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 Recruitment portal: https://forms.office.com/r/X2XaVPasWu Groblersdal: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager: Department of Justice & Constitutional Development, Private Bag X671, Groblersdal, 0470. Delivery address: Reception area Magistrate Office Groblersdal, 0470 OR Recruitment portal: https://forms.office.com/r/X2XaVPasWu Malamulele: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager: Department of Justice & Constitutional

Development, Private Bag X1180, Malamulele, 0982 Delivery address: Reception area Magistrate Office Malamulele, 0982 OR <https://forms.office.com/r/X2XaVPasWu>

Moutse: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager: Department of Justice & Constitutional Development, Private Bag X4565, Dennilton, 1030, Or Physical Address: Reception area: Moutse Magistrate Court, No 01 Court Street, Dennilton 1030 OR <https://forms.office.com/r/X2XaVPasWu>

POST 43/75 : **SECRETARY TO THE REGIONAL COURT PRESIDENT REF NO: 74/25/LMP**

SALARY : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office NW-Mafikeng

REQUIREMENTS : Grade 12 (with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily). Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, PowerPoint and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Intermediate typing skills.

DUTIES : Key Performance Areas: Provides a Secretarial/receptionist support service to the manager; Provides clerical support service to the manager; Provides support to manager regarding meetings.

ENQUIRIES : Mr M.C Rapetsoa Tel No: (015) 294 6000

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Polokwane Private Bag X9320, Polokwane, 0700. or Physical address: Reception area Magistrate Polokwane, Reception area or <https://forms.office.com/r/X2XaVPasWu>

POST 43/76 : **COURT INTERPRETERS (X2 POSTS)**

SALARY : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office: Ga – Kgapané Ref No: 73/25/LMP (X1 Post)
Magistrate's Office: Ganyesa Ref No: 25/36/NW (X1 Post)

REQUIREMENTS : NQF Level 4/ Grade 12; Proficiency in English and one or more indigenous languages; Three months Practical experience will be an added advantage; Driver's license will be an added advantage; Language requirements: Ga-Kgapané: English, Sepedi, Tsonga and Tshivenda, Applicants will be subjected to language test; Language requirements: Magistrate's Office: Ganyesa Setswana, English and IsiXhosa/ IsiZulu, Skills and Competencies: Computer literacy (MS Office); Good communications (written and verbal); Administration and organizational skills; Good interpersonal relations; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi – judicial proceedings; Interpret during consultations; 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.

ENQUIRIES : Limpopo: Mr L Mapelane Tel No: (015) 287 2035 or Mr P.M Mongwe Tel No: (015) 287 2034

North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106

APPLICATIONS : **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>

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 or <https://forms.office.com/r/X2XaVPasWu>

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

<u>POST 43/77</u>	:	<u>TELECOM OPERATOR REF NO: 78/2025/SA/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>	:	Office of the State Attorney, Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Appropriate experience as a telecom operator. Skills and Competencies: Communication (written and verbal); Computer literacy (MS Office); Good interpersonal skills; Good public relations skills; Ability to work under pressure and to solve problems; Customer service and document management.
<u>DUTIES</u>	:	Key Performance Areas: Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times; Attend to all other duties that may be required.
<u>ENQUIRIES</u>	:	Mr M Koopman 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
<u>FOR ATTENTION</u>	:	Ms P Paraffin