

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** : 15 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.
- ERRATUM:** Kindly note that the post of Secretary to the Regional Court President with Ref No: 74/25/LMP advertised in the Public Service Vacancy Circular 43 dated 21 November 2025. The correct Centre for the post is Magistrate Office: Polokwane. We apologize for the inconvenience caused.

MANAGEMENT ECHELON

- POST 44/74** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**
REF NO: 25/48/FS
- 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, Bloemfontein
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Labour Relation/ Human Resource Development/ Human Resource Management/Industrial and Organisational Psychology as recognized by SAQA; Nyukela certificate is required for all SMS positions before appointment (Certificate for entry into the senior management service from the National School of Government); 5 years' experience at a middle/senior managerial level; Knowledge and understanding of Labour Relation Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Employee Health and Wellness Integrated Strategic Framework in the Public Service; Knowledge and understanding of the Public Service statutory Frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Treasury Regulations. Departmental Financial Instructions, Public Finance

		Management Act (PFMA), Government initiatives and decisions. 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.
<u>DUTIES</u>	:	Key Performance Areas: Manage the provision of human resource administration services; Manage the implementation of human resource development and performance management system; Manage and promote sound employee relations; Manage the implementation of employee health and wellness programmes; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili Tel No: (051) 407 1800/073 775 0709
	:	Please direct your application to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 No 108 St Andrew Street, Bloemfontein, 1900 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 44/75</u>	:	<u>DIRECTOR: FINANCE REF NO: 25/40/KZN</u>
<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 REQUIREMENTS</u>	:	Provincial Office – Durban
	:	An NQF level 7 qualification as recognized by SAQA in Financial Management/Financial Accounting/ Internal Audit; Nyukela certificate is required for all SMS positions before appointment (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 APPLICATIONS</u>	:	Ms M.P. Khoza Tel No: (031) 372 3000
	:	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
<u>POST 44/76</u>	:	<u>DIRECTOR: COURT OPERATIONS (X2 POSTS)</u>
<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>	:	Mpumalanga Provincial Office: Nelspruit Ref No: 2025/02/MP (X1 Post) Provincial Office: North West Ref No: 25/VA41/NW (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Public Management/Administration as recognised by SAQA; Nyukela certificate is required for all SMS positions before appointment (Certificate for entry into the senior management service from the National School of Government); At least 5 years' experience at a middle/senior managerial level in a court management environment; Knowledge of the Law, International Law and Relations; Knowledge and understanding of the Constitutional law cases, Criminal, Civil and family cases; Knowledge and understanding of all relevant governance prescripts, including Treasury Regulations, Public Finance Management Act and budget management; practical experience in legislative drafting. 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;

<u>DUTIES</u>	:	People management and empowerment; Client orientation and customer focus; Communication skills; Computer literacy; Honesty and integrity.
	:	Key Performance Areas: Manage court operations; Manage infrastructure, facilities and auxiliary services; Manage security service and monitor risk of all courts in the province; Manage ICT related services; Manage and monitor justice stakeholder and customer relations; Manage effective utilization of resources in the Directorate; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mpumalanga: Mr DS Nkosi at 083 299 4906 North West: Ms. PM Seletedi at Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	:	Mpumalanga: Quoting the relevant reference number, direct your application to; Postal address: The Provincial Head, Department of Justice & Constitutional Development; Private Bag X11249; Nelspruit; 1200 OR 4TH Floor Nedbank Building; 24 Brown Street; Nelspruit; 1200 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
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.

OTHER POSTS

<u>POST 44/77</u>	:	<u>DEPUTY DIRECTOR: LANGUAGE SERVICES REF NO: 25/VA37/NW</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: North West
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF level 6)/ Degree as recognized by SAQA in Translation/Language Practice/ BA in Languages/Linguistics; A minimum of 3 years' experience of which 3 years should be at managerial (Assistant Director) level; Knowledge of relevant Legal Frameworks and the Constitution; 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 and 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 language and Court interpreting strategies and policies; Monitor performance on the implementation of language and court interpreting services; Facilitate language policy awareness; Manage language service stakeholder and customer relations; Manage human, finance and other resource.
<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 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 44/78</u>	:	<u>DEPUTY DIRECTOR: JUDICIAL PLANNING AND SUPPORT REF NO: 25/124/CA</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 undergraduate qualification (NQF level 7) as recognized by SAQA in LLB; A minimum of 3 years' experience in civil justice environment at managerial (Assistant Director) level; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Interpretation of statutes Knowledge and understanding of the Constitution. Skills And Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness;

<u>DUTIES</u>	:	Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy; Team leadership. Key Performance Areas: Initiate the review and development of the civil justice system policy and strategy; Undertake the review and implementation of the Civil Justice Strategy and appraise performance of the civil justice system; Develop, consult and review recommendations for civil justice policies, court administration and judicial policies and strategies; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MD Modibane Tel No: (012) 315 1668
	:	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 44/79</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 25/VA40/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: Atamelang
	:	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 skill; 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. PM Seletedi Tel No: (018) 397 7088/7106
	:	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 44/80</u>	:	<u>SECRETARY TO THE DIRECTOR: FINANCE REF NO: 25/VA38/ NW</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>	:	Provincial Office NW- Mafikeng
	:	Grade 12 (with typing as subject or Secretarial Certificate). Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, Power Point 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 (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs).
<u>DUTIES</u>	:	Key Performance Areas: Provides a secretarial/receptionist support service to the manager; Provides a clerical support service to the manager; Provides support to the manager regarding meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/ 7106
	:	Interested applicants must submit their applications for employment to The Regional 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 44/81</u>	:	<u>REGISTRY CLERK REF NO: 77/2025/SA/WC</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENRE</u>	:	Office of the State Attorney, Cape Town

<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent qualification. Skills and Competencies: Computer literacy; Planning and organising; Good interpersonal relations; Language skills; Flexibility; Good communication (verbal and written) skills; Teamwork.
<u>DUTIES</u>	:	Key Performance Areas: Provide Registry Counter Services; Handle incoming and Outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the Registry function; Process documents for Archiving and/Disposal.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Koopmann Tel. (021) 462 5471
	:	Please forward your application to: Provincial Head: Private Bag X 9171, 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 Paraffin
<u>POST 44/82</u>	:	<u>E-SCHEDULER 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 Office: Protea Ref No: 2025/80/GP (X1 Post) Magistrate Office: Palm Ridge Ref No: 2025/84/GP (X1 Post)
<u>REQUIREMENTS</u>	:	A Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy; Planning and organizing skills. Communication skills (verbal and written); Customer Service Orientation; Problem analysis; Self -management; Teamwork; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Capture all new cases on the E-Scheduler system and other court books daily; Conduct charge sheets and data integrity audits; Provide any administrative support as required by management; Safeguarding of charge sheets, key to cabinets, stationery and computers.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Maphoto Tel No: (011) 332 9000 or Ms P Raadt 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 Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.