

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.

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| <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> | : 02 February 2026 |
| <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. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current post office challenges. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) 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 Director: Family Advocate with Ref No: 48/25/NC/FA-KIM advertised in the Public Service Vacancy Circular 45 dated 05 December 2025 with the closing date of 22 December 2025, was advertised with wrong salary scale. The correct salary scale is R1 266 714 – R1 492 122 per annum. We apologize for any inconvenience caused.

OTHER POSTS

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| <u>POST 01/37</u> | <u>DEPUTY DIRECTOR: CHANGE MANAGEMENT REF NO: 25/108/CS</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 REQUIREMENTS</u> | : National Office: Pretoria An NQF level 6 qualification as recognized by SAQA in Industrial and Organisational Psychology/ Management Services/ Operations Management/ Human Resource Management/ Public Management/ Public Administration; A minimum of 3 years' experience in a Change Management environment at managerial (Assistant Director) level; Knowledge of Corporate Governance of Policy Framework; Knowledge and understanding of Change Management systems; Knowledge and understanding of the Public Service statutory |

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| | 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. 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 and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership; Computer literacy. |
| <u>DUTIES</u> | : |
| <u>ENQUIRIES</u> | |
| <u>APPLICATIONS</u> | : |
| <u>POST 01/38</u> | : |
| <u>SALARY</u> | : |
| <u>CENTRE REQUIREMENTS</u> | : |
| <u>DUTIES</u> | : |
| <u>ENQUIRIES</u> | |
| <u>APPLICATIONS</u> | : |
| <u>POST 01/39</u> | : |
| <u>SALARY</u> | : |
| <u>CENTRE</u> | : |

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| <u>REQUIREMENTS</u> | : | Tshivhenda Ref No: 25/132/CA (X1 Post); Xitsonga Ref No: 25/133/CA (X1 Post) and South African Sign Language Ref No: 25/134/CA (X1 Post) |
| <u>DUTIES</u> | : | An undergraduate qualification (NQF level 6) as recognized by SAQA in Language Practice/ Language Planning; A minimum of 3 years administration experience in Language practice/interpreting at functional level; Language requirements: (Tshivhenda, Xitsonga and South African sign language); Knowledge and understanding of the legislative framework: governing the Public Service: Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act; Knowledge of procurement process, Language stakeholders and their roles, interpretation of statutes; Knowledge and understanding of the legislative framework governing the language service in South Africa; Knowledge of office administration. 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 and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Team leadership; Computer literacy. |
| <u>ENQUIRIES</u> | : | Mr M Kgafela Tel No: (012) 315 1042 |
| <u>APPLICATIONS</u> | : | Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu |
| <u>NOTE</u> | : | Separate application must be made quoting the relevant reference number |
| <u>POST 01/40</u> | : | <u>ADMINISTRATIVE OFFICER (X5 POSTS)</u> |
| <u>SALARY</u> | : | R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Kimberley Magistrate Office Ref No: 15/25/NC/KIM (X1 Post); (This is a re-advertisement, applicants who previously applied are encouraged to re-apply) Kimberley Family Law Centre Ref No: 43/25/NC/KIM-FLC (X1 Post) Magistrate Office: Upington Ref No: 44/25/NC/UPT (X1 Post) Magistrate Office, Carnarvon Ref No: 45/25/NC/CAR (X1 Post) Office: Pretoria: Ref No: 2025/99/GP (X1 Post) |
| <u>REQUIREMENTS</u> | : | Three-year National Diploma/ Bachelor Degree in Public Administration/ Public Management or equivalent; Three (3) years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages; Knowledge of Case Flow Management will be an added advantage. Skills and Competencies: Computer Literacy (Microsoft packages); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations; People Management. |
| <u>DUTIES</u> | : | Key Performance Areas: Manage the financial and Human Resources of the section; Manage the Criminal and Civil administration sections; Manage the Family Law sections.; Manage Third Party Funds, Vote Accounts and Supply Chain Management for the office; Manage and administer support services to Case Flow Management and other court users. |
| <u>ENQUIRIES</u> | : | Northern Cape: Ms K. Fritz Tel No: (053) 8021300 Gauteng: Ms V Shiburi Tel No: (011) 332 9000 |
| <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 Gauteng: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 Or Physical Address: |

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| <u>NOTE</u> | : | Provincial Office – Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg Or https://forms.office.com/r/X2XaVPasWu Separate application must be made quoting the relevant reference number |
| <u>POST 01/41</u> | : | <u>PRINCIPAL COURT INTERPRETER REF NO: 2025/95/GP</u> |
| <u>SALARY</u> | : | R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Magistrate Office: Germiston NQF level 4/Grade 12; National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Five years of practical experience as a Court Interpreter with a minimum two years supervisory experience; Proficiency in English and two or more indigenous languages; A valid driver's license. Language requirements: English, Sepedi/Sesotho, IsiZulu and Tshivenda. Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical Thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting. |
| <u>DUTIES</u> | : | Key Performance Areas: Interpret in court of Law (Civil and Criminal matters); Small Claim court; Pre-trial proceedings and consultation; Consecutive interpreting from source to target language during court proceedings; Pre-trial consultation; Quasi and judicial; Interpret non verbal gesture; Dramatization and confessions; Collect, monitor interpreting register, calculate and compile statistics; Make arrangements for foreign languages interpreters in consultation with the Prosecutor; Provide effective people management. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms R Moabelo 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 01/42</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: Good 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 01/43</u> | : | <u>SENIOR COURT INTERPRETER (X3 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 Johannesburg (Hillbrow) Ref No: 2025/94/GP (X1 Post) Magistrate Johannesburg Ref No: 2025/93/GP (X1 Post) Magistrate Heidelberg Ref No: 2025/92/GP (X1 Post) |
| <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 |

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| <p>years' practical experience in court interpreting; Proficiency in English and two or more indigenous languages; A valid driver's license. Language requirements: Magistrate Johannesburg (Hilbrow): English, isiZulu, Setswana or Sesotho; Magistrate Johannesburg: English, Tshivenda, Xitsonga and or Sepedi and Magistrate Heidelberg: English, Afrikaans, isiZulu and Southern South. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.</p> | |
| <u>DUTIES</u> | : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate/ Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors; Perform Specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters. |
| <u>ENQUIRIES</u> | : Ms P Raadt Tel No: (011) 332 9000 |
| <u>APPLICATIONS</u> | : 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. |
| <u>POST 01/44</u> | : <u>OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER REF NO: 25/122/CS</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> | : National Office: Pretoria An NQF level 6 qualification as recognized by SAQA in Safety Management/ Environmental Management/Occupational Health and Safety; Registration with the relevant professional bodies for Occupational Health and Safety Practitioner/Occupational Health Hygienist/South African Institute of Occupational Safety and Health (SAIOSH)/South African Institute for Occupational Hygienist (SAIOH)/ South African Nursing Council for Occupational Health Practitioners; A minimum of 2 years' functional experience in Safety, Health Environment, Risk and Quality management environment; Knowledge on Health and Wellness Integrated Strategic Framework in the Public Service; Knowledge of Occupational Health and Safety Act (OHSA), Basic Condition of Employment Act (BCEA), Employment Equity Act (EEA), Compensation for Occupational Injuries and Diseases Act (COIDA), National Environmental Management Act (NEMA), Safety at Sports and Recreational Events Act (SASREA), Disaster Management Act, DPSA Strategic Framework on Employee Health and Wellness (EHW); 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, the Public Finance Management Act, Government initiatives and decisions; Knowledge of Departmental policies, SHER management standards and guidelines and data analysis; Ability to integrate with the Safety, Health and Environmental (SHE) team of specialists. Skills and Competencies: Concern of others; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Computer literacy (MS Word); Communication (verbal and written) skills; Budgeting and financial management; Problem solving and decision making; Communication and information management; Team leadership. |
| <u>DUTIES</u> | : Key Performance Areas: Administer and implement SHER strategy and plan; Administer and implement risk management assessment and control; Administer and implement health and safety services; Administer and implement environmental management services; 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 OR <https://forms.office.com/r/X2XaVPasWu>

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| <u>POST 01/45</u> | : | <u>MAINTENANCE OFFICER: (MR1 – MR5) (X4 POSTS)</u> |
| <u>SALARY</u> | : | R252 855 – R1111 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: Atlantis Ref No: 81/2025/WC (X1 Post) Magistrate Office: Palm Ridge Ref No: 2025/96/GP (X1 Post) (Re-advert: candidate who previously applied are encouraged to re-apply) Magistrate Office: Springs Ref No: 2025/97/GP (X1 Post) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply) Magistrate Office: Tembisa Ref No: 2025/98/GP (X1 Post) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply) |
| <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 the following languages Magistrate Palm Ridge – English, IsiXhosa and South Sotho; Magistrate Springs - English, IsiZulu and Sesotho and Magistrate Tembisa -English, Tshivenda, Sepedi and Xitsonga; 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: To 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: Ms P Paraffin Tel No: (021) 462 5471 Gauteng: Ms. RR Moabelo Tel No: (011) 332 9000 |
| <u>APPLICATIONS</u> | : | Western Cape: Please direct your applications 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 Gauteng: 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>NOTE</u> | : | Separate application must be made quoting the relevant reference number |
| <u>POST 01/46</u> | : | <u>ADMINISTRATION CLERK: COURT RECORDING TECHNOLOGY (CRT) (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> | : | Springbok Magistrate Office Ref No: 46/25/NC/SPR (X1 Post) Upington Magistrate Office Ref No: 47/25/NC/UPT (X1 Post) |
| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent qualification. Skills and Competencies: Good communication (written and verbal) skills; Computer literacy (MS Office); Good interpersonal relations; Interpersonal relations; Efficient and resourceful; 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: Prepare recordings of court proceedings; Render clerical and administrative functions; file/store and ensure safekeeping of court documents. |
| <u>ENQUIRIES</u> | : | Mr N. Leshage Tel No: (053) 802 1300 |
| <u>APPLICATIONS</u> | : | 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. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment or |

<https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.

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| <u>POST 01/47</u> | : | <u>ADMINISTRATION CLERK (X5 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> | : | Master of the Western Cape: Cape Town Ref No: 84/2025/M/WC (X3 Posts) Office; Goodwood Ref No: 80/2025/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 skill; 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> | : | Ms P Paraffin 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 |
| <u>POST 01/48</u> | : | <u>COURT INTERPRETER (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: Johannesburg Ref No: 2025/91/GP (X1 Post) Magistrate Office: Pretoria Ref No: 2025/100/GP (X1 Post) |
| <u>REQUIREMENTS</u> | : | NQF level 4/ Grade 12; Proficiency in one or more indigenous languages and English; Three months Practical experience and driver's license will be an added advantage. Magistrate: Johannesburg: Language requirements: English, IsiZulu, Sesotho, Sepedi or Setswana. Magistrate: Pretoria: Language requirements: English, Venda, Xitsonga and Sepedi 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. |
| <u>DUTIES</u> | : | Key Performance Areas: Render interpreting services, Translate legal document and exhibits; Coin Words; Assist with reconstruction of Court Records; Perform Specific line and Administrative support Functions, |
| <u>ENQUIRIES</u> | : | Ms P Raadt Tel No: (011) 332 9000 or Ms V Shiburi Tel No: (011) 332 9000 |
| <u>APPLICATIONS</u> | : | 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>NOTE</u> | : | Separate application must be made quoting the relevant reference number |
| <u>POST 01/49</u> | : | <u>TELECOM OPERATOR REF NO: 82/2025/M/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> | : | Master of the Western Cape High Court, 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> | : | Ms P Paraffin 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 |

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| <u>POST 01/50</u> | <u>MESSENGER REF NO: 83/2025/M/WC</u> |
| <u>SALARY</u> | : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : Master of the Western Cape High Court: Cape Town Grade 10 / Abet level 4 qualification; A valid drivers' licence. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Self-management; Ability to work in a Team; Technical proficiency. |
| <u>DUTIES</u> | : Key Performance Areas: Render Driver / Messenger support services; Collect correspondence, Distribute mail and parcels to the various offices; Collect documents from respective government institutions; Transport officials to various destinations; Render Clerical support services. |
| <u>ENQUIRIES APPLICATIONS</u> | : Ms P Paraffin Tel No: (021) 462 5471 Please direct your applications 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 NOTE</u> | : Ms P Paraffin Shortlisted candidates will be subjected to a personnel vetting process. |
| <u>POST 01/51</u> | <u>FOOD SERVICE AID (X2 POSTS)</u> |
| <u>SALARY</u> | : R163 680 - R192 810 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : South African Law Reform Commission Ref No: 25/126/LD (X1 Post) Magistrate Commission Pretoria Ref No: 25/131/JM (X1 Post) |
| <u>REQUIREMENTS</u> | : Abet level 4/ grade 10; Skills and Competencies: Communication (verbal and written) skills; Planning and organizing skills; Customer service; Attention to detail; Interpersonal skills; Attention to detail; Ability to work under pressure; Conflict management. |
| <u>DUTIES</u> | : Key Performance Areas: Provide catering support services; Serve food and beverages during meetings; Clean kitchen utensils and equipment; Check cutlery, prepare and clean conference facility; Monitor supply of food and report waste and losses. |
| <u>ENQUIRIES</u> | : Ms. R Sema Tel No: (012) 315 1333: South African Law Reform Commission: Centurion Mr. S Kgafela Tel No: (012) 315 1042: Magistrate Commission: Pretoria |
| <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 https://forms.office.com/r/X2XaVPasWu . |
| <u>NOTE</u> | : Separate application must be made quoting the relevant reference number. |