

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** : 09 February 2026
- 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. 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 Chief Administration Clerk with Ref No: 25/VA40/NW advertised in the Public Service Vacancy Circular 01 dated 16 January 2026 with the closing date of 02 February 2026, has been withdrawn. We apologize for any inconvenience caused.

MANAGEMENT ECHELON

- POST 02/58** : **DIRECTOR: FINANCE REF NO: 110/25EC**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply.
- 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 – East London
- REQUIREMENTS** : 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.

DUTIES : 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.

ENQUIRIES : Mr A Jilana Tel No: (043) 702 7000 / 7010
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to <https://forms.office.com/r/X2XaVPasWu>

OTHER POSTS

POST 02/59 : **COURT MANAGER REF NO 31/26EC**

SALARY : R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office: Willowvale
REQUIREMENTS : An undergraduate National Diploma/Degree qualification (NQF 6) as recognized by SAQA in Public Administration / Management / Law / Legal studies or field of study or equivalent legal qualification; A minimum of three years' experience in court management environment with a minimum of two years (2) as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the court environment will be an added advantage; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applied technology; Budget and Financial Management; Communication and information Management; Diversity management; Impact and influence; Planning and organizing; Problem solving; Computer literacy; Project management.

DUTIES : Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement.

ENQUIRIES : Mr A Jilana Tel No: (043) 702 7000 / 7010
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to <https://forms.office.com/r/X2XaVPasWu>

POST 02/60 : **CHIEF WORKSTUDY OFFICER REF NO: 26/01/CS (X5 POSTS)**

SALARY : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria
REQUIREMENTS : An NQF level 6 qualification in Operations/Production management/ Management Services/ Industrial Psychology/Engineering as recognised by SAQA; A minimum of 3 years' working experience in an Organisational design environment at a functional level; Knowledge of Organisational Design, Job Evaluation policies; Knowledge and understanding of Business Process Re-engineering (BPR); Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government financial process and systems. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management;

		Communication and information management; Diversity management; Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Decision making; Project management; Computer literacy; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Develop and review organizational structures and align with the post establishment; Conduct business process re-engineering, norms and standards procedures; Develop and review job descriptions/profiles; Implement Job Evaluation (JE) systems and processes; Coordinate and facilitate the alignment and maintenance of functional post establishment; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A van Ross Tel No: (012) 315 1094
	:	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>POST 02/61</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 2025/58/MP</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>	:	Barberton Magistrate Office
	:	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 minimum two years supervisory experience; Proficiency in English and two or more indigenous languages; Valid driver's license. Language requirements: siSwati; Xitsonga. 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: 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 APPLICATIONS</u>	:	Ms KN Zwane at (060) 532 2006
	:	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 to https://forms.office.com/r/X2XaVPasWu
<u>POST 02/62</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 Office: Cradock Ref No: 28/26EC (X1 Post) Magistrate Office: Keiskammahoek Ref No: 29/26EC (X1 Post) Magistrate Office: Uitenhage Ref No: 30/26EC (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 with 10 years' practical experience as a Court Interpreter or a grade 12 certificate with a National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification in the field of languages at NQF level 5 plus 3 years' practical experience as a Court Interpreter; Proficiency in English and in two or more indigenous languages (preference will be given to languages used in area and sign language); (Applicants will be subjected to a language test – speak, read and written); Driver's license will serve as an added advantage. Skills and Competencies: Good communication (written and verbal); Planning and organizing; Computer literacy; Confidentiality; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Assist with the reconstruction of Court Records; Perform specific line and administrative support functions; Provide effective people management; Develop Terminology.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S Nofemela Tel No: (043) 702 7000 / 7131
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu

<u>NOTE</u>	:	Separate application must be made quoting relevant reference number
<u>POST 02/63</u>	:	<u>MAINTENANCE OFFICER (MR1-MR5) (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, Mount Frere and Offices within the District Ref No: 34/26EC (X1 Post) Magistrate Office: Nigel Ref No: 2026/01/GP (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. Languages requirements: Gauteng English; Sepedi/Northern Sotho; Southern Sotho; Tswana and IsiZulu. 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 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>	:	Eastern Cape: Mr. L Mthantlala Tel No: (043) 702 7000 / 7133 Gauteng Ms: RR Moabelo Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	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 to https://forms.office.com/r/X2XaVPasWu Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting relevant reference number
<u>POST 02/64</u>	:	<u>ESTATE CONTROLLER (EC1-EC4) (X2 POSTS)</u>
<u>SALARY</u>	:	R252 855 – R586 956 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of The High Court: Port Elizabeth Ref No: 35/26EC (X1 Post) Master of The High Court: Grahamstown Ref No: 36/26EC (X1 Post)
<u>REQUIREMENTS</u>	:	An LLB Degree or recognized four years legal qualification; Knowledge of Administration of Estates Act, Compliance, Mental Health, Insolvency Act and other related Act, Registration of trusts Act, Curatorship's Act; knowledge of all local and international Legislation that regulates protection of children, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract. Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act, the Public Finance Management Act, Treasury Regulations and the State Liability Act. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative functions of the office.
<u>ENQUIRIES</u>	:	Mr Ndamase Tel No: (043) 702 7000 / 7129
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting relevant reference number

<u>POST 02/65</u>	:	<u>COURT INTERPRETER (X14 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: Queenstown Ref No: 14/26EC (X1 Post) Magistrate Office: Adelaide Ref No: 15/26EC (X1 Post) Magistrate Office: Aliwal North Ref No: 16/26EC (X1 Post) Magistrate Office: Elliotdale Ref No: 17/26EC (X1 Post) Magistrate Office: Uitenhage Ref No: 18/26EC (X2 Posts) Magistrate Office: Centane Ref No: 19/26EC (X1 Post) Magistrate Office: New Brighton Ref No: 20/26EC (X1 Post) Magistrate Office: Umtata Ref No: 21/26EC (X3 Posts) Magistrate Office: Maclear Ref No: 22/26EC (X1 Post) Magistrate Office: Fort Beaufort Ref No: 23/26EC (X1 Post) Magistrate Office: Ermelo Ref No: 2025/57/MP (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4 / Grade 12; Proficiency in English and one or more indigenous languages; Language Requirements: Eastern Cape: preference will be given to languages used in area (Xhosa, Afrikaans, Sotho) as well as sign language. Ermelo: IsiXhosa; IsiZulu; A valid driver's license will serve as an added advantage. Skills and Competencies: Good communication (written and verbal); 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</u>	:	Eastern Cape: Ms Msimang Tel No: (043) 702 7000 / 7136 Mpumalanga Mr. LT Mndebele at 078 802 0880
<u>APPLICATIONS</u>	:	Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 or to https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting relevant reference number
<u>POST 02/66</u>	:	<u>ADMINISTRATION CLERK (X13 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: Sterkspruit Ref No: 1/26EC (X1 Post) Magistrate Office: Queenstown Ref No: 2/26EC (X1 Post) Magistrate Office: Kirkwood Ref No: 3/26EC (X1 Post) Magistrate Office: Keiskammahoek Ref No: 4/26EC (X1 Post) Magistrate Office: Flagstaf Ref No: 5/26EC (X1 Post) Magistrate Office: Cofimvaba Ref No: 6/26EC (X1 Post) Magistrate Office: Qumbu Ref No: 7/26EC (X1 Post) Magistrate Office: Nerina House Ref No: 8/26EC (X1 Post) Magistrate Office: Libode Ref No: 9/26EC (X1 Post) Master of The High Court: Grahamstown Ref No: 10/26EC (X1 Post) Provincial Office: East London Ref No: 11/26EC (X1 Post) Magistrate Office: Fort Beaufort Ref No: 12/26EC (X1 Post) State Attorney Kimberley Ref No: 39/25/NC/SA-KIM (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Planning and organizing skills.; Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.
<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>	:	Eastern Cape: Ms. C Williams Tel No: (043) 702 7000 / 7131 Northern Cape: Ms K. Fritz Tel No: (053) 802 1308

<u>APPLICATIONS</u>	:	<p>Eastern Cape Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu</p> <p>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</p>
<u>NOTE</u>	:	Northern Cape: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Separate application must be made quoting relevant reference number
<u>POST 02/67</u>	:	<u>MESSENGER (X4 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	<p>Magistrate Office: Bizana Ref No: 24/26EC (X1 Post)</p> <p>Magistrate Office: Centane Ref No: 25/26EC (X1 Post)</p> <p>Magistrate Office: Tsole Ref No: 26/26EC (X1 Post)</p> <p>Magistrate Office: Elliotdqe Ref No: 27/26EC (X1 Post)</p>
<u>REQUIREMENTS</u>	:	<p>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.</p>
<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</u>	:	Mr, W Ndamase Tel No: (043) 702 702 7000/7133
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting relevant reference number