

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>	:	16 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.

OTHER POSTS

<u>POST 03/31</u>	:	<u>SENIOR FAMILY ADVOCATE (LP-9) REF NO: 01/2026/FA/WC</u>
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the Family Advocate, Cape Town An LLB Degree or recognized four (4) year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa; A valid driver's licence. Skills and Competencies: Good communication (written and verbal) skills; Research, investigation, presentation, monitoring and evaluation; Attention to detail; Diversity Management; Dispute and Conflict resolution skills; Operational and People management; Financial management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Continuous

improvement in the organisational performance of the office and its satellites; Management of performance information; Manage and ensure effective and efficient service delivery at the various service points within the respective jurisdiction (Head of Office), Performance Management, conduct complex enquiries, training, mentoring and coaching of all occupational classes in the Office; Perform all functions of the implementation of Risk Management Plan; Ensure audit compliance; Reporting to the Principal Family Advocate.

ENQUIRIES
APPLICATIONS

: Ms P Paraffin Tel No: (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 visit: <https://forms.office.com/r/X2XaVPasWu>
: Ms P Paraffin
: Applicants are required to attach service certificates to determine salary in accordance to experience.

POST 03/32

COURT MANAGER (X2 POSTS)

: R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
: Magistrate Office: Kokstad Ref No: 26/01/KZN (X1 Post)
Office: Howick Ref No: 26/02/KZN (X1 Post)
: An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment of which 2 years should be as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Problem solving; 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 an 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 customer service improvements strategies; Manage service level agreements.

ENQUIRIES
APPLICATIONS

: Ms N.F. Nkosi Tel No: (031) 3723000
: 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>

NOTE

: Separate application must be made quoting the relevant reference number

POST 03/33

ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: 26/09/FMS (X2 POSTS)

SALARY

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

CENTRE

: National Office: Pretoria

: An NQF level 6 qualification in Industrial and Organisational Psychology/ Management Services/ Production Management/ Operations Management/ Industrial Engineering/ Human Resource Management/ Public Management/ Administration as recognized by SAQA; A minimum of 3 years' experience in a Change Management environment; Knowledge of Corporate Governance of Policy Framework and Change Management Systems; Knowledge and understanding of Public Service Regulations and Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy (MS Word, PowerPoint, Outlook, Excel).

<u>DUTIES</u>	:	Key Performance Areas: Facilitate and coordinate the design of Change Management processes, strategies and frameworks; Coordinate the design and implementation of department-wide change interventions and programmes; Coordinate and mitigate resistance to change; Coordinate and facilitate capacity change management workshops.
<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 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 03/34</u>	:	<u>ASSISTANT DIRECTOR: DISPOSAL MANAGEMENT REF NO: 26/02/FMS</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 7 in Financial Management/ Accounting/ Supply Chain Management/ Logistics/ Purchasing Management/ Auditing/ Public Management/ Cost Management/ Asset Management/ Business Management as recognized by SAQA; A minimum of 3 years' experience in Asset Management at supervisory level; Knowledge and proper understanding of the Asset Management and Supply Chain Management Frameworks; Knowledge of Financial Management, National Treasury Regulations; Knowledge Policy Development and Government-Wide Immovable Asset Management. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy (MS Word, PowerPoint, Outlook, Excel).
<u>DUTIES</u>	:	Key Performance Areas: Monitor and report on the implementation of the moveable asset verification plan; Monitor and review existence and completeness of leased assets; Monitor and review the capturing of disposal of assets; Prepare the Disclosure note for the leases and the disposals for Interim and Annual Financial Statements; Provide effective people management.
<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 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 03/35</u>	:	<u>ADMINISTRATIVE OFFICER (X6 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>	:	Magistrate Office: Pretoria Ref No: 2026/04/GP (X1 Post)
	:	Magistrate Office: Himeville Ref No: 26/03/KZN (X1 Post)
	:	Magistrate Office: Ndwendwe Ref No: 26/04/KZN (X1 Post)
	:	Magistrate Office: Dealesville Ref No: 26/03/FS (X1 Post)
	:	Magistrate Office: Phuthaditjhaba Ref No: 26/06/FS (X1 Post)
	:	Magistrate Office: Reitz Ref No: 26/09/FS (X1 Post)
<u>REQUIREMENTS</u>	:	Three-year National Diploma / Bachelor 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, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court

	and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, Manage and administer support services to Case Flow Management and other court users.
<u>ENQUIRIES</u>	: Gauteng: Ms V Shiburi Tel No: (011) 332 9000 KwaZulu-Natal: Ms V.T. Mlandeliso Tel No: (031) 3723000 Free State: Ms NM Dwyili at 073 775 0709
<u>APPLICATIONS</u>	: Free State Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand delivered at No 108 St Andrew Street, Bloemfontein OR https://forms.office.com/r/X2XaVPasWu . Obtainable using Microsoft edge or the latest Chrome version. 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 Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 Or Physical Address: 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
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number.
<u>POST 03/36</u>	: <u>PRINCIPAL COURT INTERPRETER (X2 POSTS)</u> This is a re-advertisement, applicants who previously applied are encouraged to re-apply.
<u>SALARY</u>	: R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Magistrate Court: Port Shepstone Ref No: 26/05/KZN (X1 Post) Magistrate Court: Ntuzuma Ref No: 26/06/KZN (X1 Post)
<u>REQUIREMENTS</u>	: 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; A valid driver's license. Skills and Competencies: Communications skills; Computer literacy; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting. DUTIES : Key Performance Areas: Manage and supervise Interpreters for offices under District; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Provide effective people management; Procure foreign language interpreters and casual Interpreters.
<u>ENQUIRIES</u>	: Ms V. Mlandeliso Tel No (031) 372 3000
<u>APPLICATIONS</u>	: 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>NOTE</u>	: Separate application must be made per centre and quoting the relevant reference number.
<u>POST 03/37</u>	: <u>STATE ACCOUNTANT: THIRD PARY FUNDS REF NO: 26/13/FS</u>
<u>SALARY</u>	: R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Provincial Office, Bloemfontein
<u>REQUIREMENTS</u>	: Grade 12 or equivalent; An NQF level 6 in Financial Accounting/ Financial Management/Economics / Public Finance/ Internal Audit, B com in Finance recognized by SAQA; 3 years' experience in Financial Management environment. Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, and Budget Management; Knowledge of Division of Revenue Act (DORA), Preferential Procurement Policy Framework Act (PPPFA), Public Audit Act; Knowledge of Payroll administration; Budget management and costing. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.); Research and analytical skills; Strong leadership with strategic capabilities; Policy Development, Research, monitoring and Evaluation and

<u>DUTIES</u>	report writing; Accuracy and attention to detail; Good communication (written and verbal); Presentation and facilitation skills.
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	
<u>POST 03/38</u>	<u>CHIEF ACCOUNTING CLERK REF NO: 26/VA01/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>	Provincial Office: North West Grade 12 certificate or equivalent; Three years relevant experience; Knowledge of Public Finance Management Act and Budget Management, Public Service Regulations and Public Service Act, Treasury Regulations, Division of Revenue Act (DORA), Preferential Procurement Policy Framework Act (PPPFA) and Public Audit Act. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc) Research and analytical skills; Monitoring, Evaluation and report writing skills; Accuracy and attention to detail; Good communication (Verbal and written) skills; Presentation and facilitation skills.
<u>DUTIES</u>	Key Performance Areas: Supervise and render financial accounting transactions; Supervise and perform administration support services; Supervise and perform bookkeeping support services; Render a budget support service; Provide effective people management.
<u>ENQUIRIES</u>	
<u>APPLICATIONS</u>	
<u>POST 03/39</u>	<u>MAINTENANCE INVESTIGATOR REF NO: 26/08/FS</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's Office: Odendaalsrus 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). Numeric skills; Planning and organizing; Good interpersonal relations; Time management; Ability to work under pressure; Facilitation skills.
<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>	
<u>APPLICATIONS</u>	
<u>POST 03/40</u>	<u>SENIOR COURT INTERPRETER REF NO: 26/02/FS</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: Bethlehem Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages. OR Grade 12 with 10 year's practical experience in court interpreting. A minimum of three years practical experience in court interpreting, A valid driver's license. Language Proficiency: Bethlehem: English, IsiZulu, Afrikaans and Sesotho. Skills and Competences: Excellent

	communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and 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 NM Dwyili Tel No: (051) 407 1800/073 775 0709
<u>APPLICATIONS</u>	: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein 9300 or hand delivered at No 108 St Andrew Street, Bloemfontein OR https://forms.office.com/r/X2XaVPasWu . Obtainable using Microsoft edge or the latest Chrome version.
<u>POST 03/41</u>	<u>LEGAL SECRETARY REF NO: 2026/02/GP (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>	: State Attorney Pretoria
<u>REQUIREMENTS</u>	: Grade 12 (with typing as subject or Secretarial Certificate or relevant training/qualification that will enable the person to perform the work satisfactorily). Skills and Competencies: Computer literacy; Communication skills (verbal and written); Planning and organizing skills; Interpersonal skills; Attention to detail; Integrity and loyalty; Knowledge of the relevant policies and prescripts; Good telephone etiquette; Sound organizing skills; High level of reliability.
<u>DUTIES</u>	: Key Performance Areas: Provide secretarial and administrative support; Render administrative support for meetings, functions and conferences; Provide general clerical office administration; Prepare documents for the process to pay accounts
<u>ENQUIRIES</u>	: 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>POST 03/42</u>	<u>ADMINISTRATION CLERK (DCRS) REF NO: 2026/03/GP</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: Garankuwa
<u>REQUIREMENTS</u>	: Grade 12 Certificate or equivalent qualification. Skills and Competencies: Communication skills (verbal and written); Above average computer literacy; Good interpersonal relations; Ability to work under pressure and also solve problems; Customer service; Knowledge of document management and filing.
<u>DUTIES</u>	: Key Performance Areas: Conduct daily court recordings; Prepare and setup the recording machines and ensuring that microphones are functioning; Report all malfunctions from the machines; Recording of court proceedings; Keep record of all the requests for transcription and record time spent in court per case; Ensure proper management of digital recording of court proceedings and integrity of records; Capturing of cases on ECMS/ ICMS daily; Ensure correct equipment is available for children and disabled; Prepare court records for Appeal and Review; Render assistance in general case flow management; Perform other administration duties as directed by the Court Manager from time to time.
<u>ENQUIRIES</u>	: Ms V Shiburi 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>POST 03/43</u>	<u>PROVISIONING ADMINISTRATION CLERK REF NO: 26/11/FS</u>
<u>SALARY</u>	: R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Provincial Office, Bloemfontein

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Skills and Competencies: Interpersonal relations; Flexibility; Teamwork; Accuracy; Accuracy; Aptitude of figures; Technical Competencies; Computer operating skills; Planning and organization; Good verbal and written communication skills; Basic Numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.
<u>DUTIES</u>	:	Key Performance Areas: Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
<u>ENQUIRIES</u>	:	Ms N Dywili at 073 775 0709
<u>APPLICATIONS</u>	:	Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300. OR https://forms.office.com/r/X2XaVPasWu . Obtainable using Microsoft edge or the latest Chrome version.
<u>POST 03/44</u>	:	<u>ADMINISTRATION CLERK (X8 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: Hlanganani Ref No: 26/07/KZN (X1 Post) Magistrate Office: Mtunzini Ref No: 26/08/KZN (X1 Post) Magistrate Office: Scottburgh Ref No: 26/09/KZN (X2 Posts) Magistrate Office: Weenen Ref No: 26/10/KZN (X1 Post) Magistrate Office: Lindley Ref No: 26/04/FS (X1 Post) Magistrate Office: Vrede Ref No: 26/05/FS (X1 Post) Magistrate Office: Heilbron Ref No: 26/07/FS (X1 Post)
<u>REQUIREMENTS</u>	:	Grade12 or equivalent qualification. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing.
<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>	:	KwaZulu-Natal: Ms M.P. Khoza Tel No: (031) 372 3000 Free State: Ms N Dywili Tel No: (073) 775 0709
<u>APPLICATIONS</u>	:	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 . Free State ; Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300. Or hand delivered at No 108 St Andrew Street, Bloemfontein OR https://forms.office.com/r/X2XaVPasWu . Obtainable using Microsoft edge or the latest Chrome version.
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 03/45</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's Office: Phuthaditjhaba Ref No: 26/10/FS (X1 Post) Magistrate Office: Pinetown Ref No: 26/11/KZN (X1 Post) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages: Language Proficiency: KwaZulu-Natal: IsiZulu and IsiXhosa; Phuthaditjhaba: English, Sesotho and Zulu. Three months Practical experience and driver's license will be an added advantage. Applicants will be subjected to a language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<u>ENQUIRIES</u>	:	Free State: Ms NM Dywili at 073 775 0709 KwaZulu-Natal: Ms V Mlandeliso Tel No: (031) 372 3000

<u>APPLICATIONS</u>	:	Free State: Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300. OR https://forms.office.com/r/X2XaVPasWu . Obtainable using Microsoft edge or the latest Chrome version. 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 03/46</u>	:	REGISTRY CLERK REF NO: 26/14/FS
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Bloemfontein Grade 12 or equivalent qualification; Knowledge of document management and filing. Skills and Competencies: Good communication skills (written and verbal); Good interpersonal skills; Ability to work under pressure and to solve problems; Customer service; Computer literacy (MS Office).
<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>	:	Ms N Dwyili at 073 775 0709 Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR https://forms.office.com/r/X2XaVPasWu . Obtainable using Microsoft edge or the latest Chrome version.
<u>POST 03/47</u>	:	MESSENGER REF NO: 26/12/KZN
<u>SALARY</u>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate's Office, Newcastle Grade 10/Abet level 4; A valid driver's license. Skills and Competencies: Basic Computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the public.
<u>DUTIES</u>	:	Key Performance Areas: Render driver/ messenger support services; Collect correspondence, distribute mail and parcels to the various office; Collect documents from respective government institutions; Transport officials to various destinations; Render clerical support services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N.F. Nkosi Tel No: (031) 372 3000 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 03/48</u>	:	SECURITY OFFICER REF NO: 26/13/KZN
<u>SALARY</u>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate's Office, Empangeni Grade 12; Knowledge of Physical Security procedures and processes, Safety and Security Legislative Frameworks, PSIRA Grade C. Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organizing skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.
<u>DUTIES</u>	:	Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras; Enrol staff on bio-metric system; Provide access to staff coming to the premises over weekends.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M.P. Khoza Tel No: (031) 372 3000 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