

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>	:	23 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 04/105</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 26/05/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 in Industrial Psychology/ Management Services/Production Management/ Operations Management/ Industrial Engineering as recognized by SAQA; A minimum of 3 years' experience in an organizational development environment at managerial (Assistant Director) level; Knowledge of Organisational Design and Development, Job Evaluation system and processes, Development of job profile and job competencies, Business Process Management (mapping, standard operating procedures, norms and standards, analyses of process and improvement); Knowledge and understanding of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act; Public Service Regulations, Treasury Regulations; Departmental Financial Instructions, Public

<u>DUTIES</u>	Finance Management Act, Government initiatives and decisions, etc. 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.
<u>ENQUIRIES</u>	Key Performance Areas: Manage and coordinate the development, review and implementation of organizational design services; Manage the alignment and maintenance of functional post establishment; Manage and coordinate the development and implementation of business processes; Manage and develop norms and standards for departmental operations; Manage and coordinate job analysis and evaluation process; Manage and facilitate the development and review of job descriptions; Manage human, finance and other resources.
<u>APPLICATIONS</u>	Ms A van Ross Tel No: (012) 315 1094
	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 04/106</u>	<u>COURT MANAGER REF NO: 02/2026/WC</u>
<u>SALARY</u>	R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	Magistrate Office: Caledon 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.
<u>DUTIES</u>	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.
<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 04/107</u>	<u>ASSISTANT DIRECTOR: GENDER MAINSTREAMING REF NO: 26/10/DG</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 undergraduate qualification (NQF level 6) as recognized by SAQA in LLB/ B Proc/Social Sciences; A minimum of 3 years' experience of which at supervisory level; Knowledge of government prescripts, Public Finance Management Act, Public Service Act, Treasury Regulations and relevant governance prescripts; Knowledge and understanding of court processes. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Research; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy.

<u>DUTIES</u>	:	Key Performance Areas: Implement, mainstream and develop interventions for gender equality and gender empowerment; Review the Departmental policies in line with legislation for the promotion of gender equality and women empowerment; Coordinate capacity building on the mainstreaming of programs promoting gender equality and women empowerment; Implement statutory reporting and compliance; Manage human, financial and other resources.
<u>ENQUIRIES</u>	:	Mr R Chauke Tel No: (012) 315 1329
<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>POST 04/108</u>	:	<u>SENIOR WORK STUDY OFFICER: ORGANISATIONAL DEVELOPMENT</u> <u>REF NO: 26/04/CS (X2 POSTS)</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>	:	National Office: Pretoria
	:	An NQF level 6 qualification in Management Services /Organisation and Work Study/ Operations Management / Production Management as recognized by SAQA; A minimum of 2 years functional work experience in an organisational development environment; Knowledge of Organisational Design and Development, job Evaluation system and processes, Development of job profile and job competencies, Business Process Management (mapping, standard operating procedures, norms and standards, analysis of process and improvement); Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Diversity management; Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Decision making; Project management; Teamwork; Critical thinking; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Develop, review and implement Organisational structures and systems; Develop business processes; Develop norms and standards for the departmental operations; Conduct of job analysis and evaluation process; Develop and review job descriptions; Promote efficiency through the design and control of departmental forms.
<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
<u>POST 04/109</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 03/2026/M/WC</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>	:	Master of the Western Cape High Court: Cape Town
	:	Grade 12 or equivalent qualification; Three (3) years' experience in Administration; Knowledge and understanding of the legislative framework governing the Public Service; Knowledge of Public Finance Management Act (PFMA); Treasury Regulations; Departmental Financial Instructions (DFI); Public Service Act and other relevant legislation. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Planning and organising skills; Ability to work under pressure Communication skills (verbal and written); 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 support 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</u>	:	Ms P Paraffin Tel No: (021) 462 5471
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<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>POST 04/110</u>	:	<u>MAINTENANCE INVESTIGATOR REF NO: 07/2026/WC</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: Hermanus Grade 12 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>	:	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 04/111</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: 26/12/FS</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: Bloemfontein Grade12 or equivalent qualification; Knowledge of human resource duties, practices as well as the ability to capture data and operate computer; Understanding of the of the legislative framework governing the Public Service; Knowledge of procedures in terms of the working environment. Skills and Competencies: Computer literacy (MS Office); Communication (verbal and written) skills; Good organizing skills; Organizational abilities; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Implementing human resources administration practices: Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interview, absorptions, probationary period); Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR or etc); Performance Management; Termination of services etc.
<u>ENQUIRIES</u>	:	Ms N Dywili Tel No: (051) 407 1800
<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 04/112</u>	:	<u>ADMINISTRATION CLERK REF NO: 06/2026/M/WC</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>	:	Master of the Western Cape, Cape Town 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>	:	Ms P Paraffin Tel No: (021) 462 5471

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Ms P Paraffin
- FOR ATTENTION** :
- POST 04/113** : **TELECOM OPERATOR REF NO: 05/2026/WC**
- SALARY** : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office, Kuilsriver
Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal); Computer literacy (MS Office); Interpersonal skills; Good telephone etiquette; Numerical skills; Ability to operate technical equipment; Loyalty and high levels of integrity; Ability to work under pressure; Conflict management skills.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : 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>
Ms P Paraffin
- FOR ATTENTION** :
- POST 04/114** : **MESSENGER REF NO: 04/2026/WC**
- SALARY** : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Kuilsriver
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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Ms P Paraffin Tel No: (021) 462 5471
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>
Ms P Paraffin
- FOR ATTENTION** :