

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>	:	02 March 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 05/262</u>	:	<u>ASSISTANT MANAGER: FINANCE REF NO: 01/01/26 OLSO</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>	:	Legal Services Ombud: Centurion Grade 12 and National Diploma (NQF 6)/ Bachelor's Degree in Financial Management; Economics; Public Finance or relevant equivalent qualification. A minimum of three (3) years' experience in Supply Chain Management, Transaction and Payment Processing and Budget Management; Knowledge of the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Planning and Budget procedures in the public sector and other relevant Treasury Regulations and Instruction notes; Ability to interpret and apply policies. Must have experience in operating transversal financial systems (BAS, JYP and PERSAL); A valid driver's licence. Skills and Competencies: Good communication skills; Interpersonal relations; Sound analytical; Problem-solving skills; Computer literacy; Creativity; innovative; flexibility and highly motivated; Ability to work independently; Ability to work under pressure; Strong leadership and management capabilities; Organising; presentation and facilitation skills.

<u>DUTIES</u>	:	Key Performance Areas: Process payments and travel and subsistence claims; Compile financial reporting inputs on a regular basis; Verify and register all suppliers on departmental financial systems; Provide petty cash to managers and update payment documents (batch/document control); Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control, and resource management; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms MV Shivuri Tel No (010) 023 5508
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue OR OLSOenquiries@justice.gov.za .
<u>POST 05/263</u>	:	<u>OFFICE ADMINISTRATOR REF NO: 02/ 01/26 - OLSO</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>	:	Legal Services Ombud: Centurion
	:	Grade 12 and National Diploma NQF 6 in Administration or equivalent. A minimum of 3 years' experience in executive support supplemented with good administrative skills; Knowledge and understanding of financial, provisioning and procurement prescripts and procedures; Knowledge of government policies in general; Knowledge and understanding of OLSO operational policies and procedures. Skills and Competencies: Communication (verbal and written); Computer literacy; Problem-solving; Planning and organizing; Project management; Report writing skills; Good interpersonal relations; Attention to details; Ability to work independently.
<u>DUTIES</u>	:	Key Performance Areas: Provide Secretarial and administration support; Provide clerical and administrative support; Co-ordinate events and meetings on behalf of the Office of the Ombud. Attend to enquiries and assist in drafting correspondence.
<u>ENQUIRIES</u>	:	Ms. MV Shivuri Tel No (010) 023 5508
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria 0001. OR Physical address: 2007 Spiral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion OR OLSOenquiries@justice.gov.za .
<u>POST 05/264</u>	:	<u>CHIEF ACCOUNTING CLERK: THIRD PARTY FUNDS REF NO: 26/11/FMS (X2 POSTS)</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
	:	Grade 12 or equivalent qualification; A minimum of 3 years' relevant experience; Knowledge of Public Finance Management Act and Budget Management, Public Service Regulations, Public Service Act, Treasury Regulations, Division of Revenue Act, Preferential of Procurement Policy Framework Act and Public Audit Act. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Research and analytical skills; Policy development; Report writing; Accuracy and attention to detail; Presentation and facilitation skills; Good communication skills (verbal and written); Teamwork; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and render financial accounting transactions; Supervise and perform salary administration support services; Supervise and perform bookkeeping support services; Render a budget support service; 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 05/265</u>	:	<u>ADMINISTRATIVE CLERK: PROVINCIAL COORDINATION REF NO: 4/01/26 OLSO (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>	:	Office of the Legal Services Ombud: Cape Town (X1 Post) Centurion (X1 Post)

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Knowledge of clerical duties, Knowledge of working procedures in terms of the working environment. Skills and Competencies: Computer literacy; Good communication skills; Planning and organising skills; Interpersonal skills. Communication skills (verbal & written); Interpersonal relations; Ability to work under pressure and be self-motivated; Attention to details.
<u>DUTIES</u>	:	Key Performance Areas: Provide catering support services; Keep stock of kitchen utensils and equipment; Book and prepare boardroom for meetings; Provide supply chain clerical support services as well as general clerical support within the component; Coordinate and consolidate provincial operations statistics.
<u>ENQUIRIES</u>	:	Ms MV Shivuri Tel No: (010) 023 5508
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P.O Box 1202, Pretoria 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion OR OLSOenquiries@justice.gov.za .
<u>NOTE</u>	:	Separate application must be made quoting the relevant office.
<u>POST 05/266</u>	:	<u>ADMINISTRATIVE CLERK: PROVINCIAL COORDINATION REF NO: 8/10/25 OLSO</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>	:	Office of the Legal Services Ombud: Centurion
	:	Grade 12 or equivalent qualification; Knowledge of clerical duties, Knowledge of working procedures in terms of the working environment. Skills and Competencies: Computer literacy; Good communication skills; Planning and organizing skills; Interpersonal skills. Communication skills (verbal & written); Interpersonal relations; Ability to work under pressure and be self-motivated; Attention to details.
<u>DUTIES</u>	:	Key Performance Areas: Provide clerical, messenger, driver and support services; provide driver and messenger services by maintaining accurate and up to date schedule trip sheets; log official trips, daily mileage and fuel consumption; perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times; Collect, distribute and control movements of documents; Report incidents and accidents timeously and compile vehicle condition reports.
<u>ENQUIRIES</u>	:	Ms MV Shivuri Tel No: (010) 023 5508
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P.O Box 1202, Pretoria 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion OR OLSOenquiries@justice.gov.za .
<u>POST 05/267</u>	:	<u>ADMINISTRATION CLERK REF NO: 26/08/CS</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>	:	National Office: Pretoria
	:	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. 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