

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>CLOSING DATE</u>	:	09 March 2026
<u>NOTE</u>	:	<p>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.</p>

MANAGEMENT ECHELON

<u>POST 06/33</u>	:	<u>DIECTOR: FAMILY ADVOCATE REF NO: 55/26EC</u>
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of The Family Advocate, Port Elizabeth
	:	An undergraduate qualification (NQF level 7) LLB or equivalent four-year Legal Qualification as recognized by SAQA; A minimum of 5 years' experience at middle/senior management level; Nyukela certificate is required for all SMS positions before appointment (Certificate for Entry into the Senior Management Service from the School of Government); Admitted as an Advocate / Attorney with right of appearance in the High Court; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Prescription Act, the State Attorney, Public Finance Management Act, Treasury Regulations, Department Financial Instructions and the State Liability Act; Knowledge and experience in office administration; Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the Foundations of South African law, South African private law, constitutional law, criminal law, intellectual property evidence and African Customary Law. Muslim

Personal Law, Private International Law; Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, 1996 (Act 72 of 1996), Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Problem solving and analysis; Diversity management; Communication; Honesty and integrity; Computer literacy.

DUTIES : Key Performance Areas: Manage and coordinate the provisioning of family advocate services; Manage and monitor the implementation of the Hague Convention on Civil aspects of International Child Abduction; Manage the implementation of policies, legislative frameworks and prescripts; Manage and monitor the provision of Forensic Social Work services; Provide effective people management.

ENQUIRIES
APPLICATIONS : Mr A Jilana Tel No: (043) 702 7000 / 7010
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 <https://forms.office.com/r/X2XaVPasWu>

POST 06/34 : **DIRECTOR: LEGISLATIVE IMPLEMENTATION REF NO: 26/14/LD**

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
REQUIREMENTS : National Office: Pretoria
An appropriate legal qualification (NQF 7 level) as recognized by SAQA; 5 years' experience at a middle/senior managerial level in a legislation development environment; Admitted as a Legal Practitioner; Nyukela Certificate is required for all SMS positions before appointment (Certificate for entry into the Senior Management Services from the National School of Government) (NSG); 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 and decision; Knowledge of legislative drafting, Law, Public Service and its governance, Constitutional Law services and Criminal cases. 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; Honesty and integrity; Computer literacy.

DUTIES : Key Performance Areas: Manage the implementation of primary legislation; Manage the implementation of secondary legislation; Manage the development and submission of socio-economic impact assessments; Co-ordinate the review of legislation to achieve better social, environment and economic outcomes as highlighted by stakeholders; Manage human, finance and other resources.

ENQUIRIES
APPLICATIONS : Ms. M. Kganyago Tel No: (012) 315 1884
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 OR <https://forms.office.com/r/X2XaVPasWu>

OTHER POSTS

POST 06/35 : **FAMILY ADVOCATE (LP7 - LP8) (X5 POSTS)**

SALARY : R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Family Advocate, Cape Town Ref No: 13/2026/FA/WC (X3 Posts)
Mitchells Plain Ref No: 14/2026/FA/WC (X1 Post)
Worcester Ref No: 15/2026/FA/WC (X1 Post)

REQUIREMENTS : An LLB Degree or recognised 4-year legal qualification; Five (5) years appropriate post qualification litigation experience; Admission as an Advocate;

Knowledge of Foundations of South African law, South African private law, Constitutional law, Criminal law, Intellectual property, Evidence and African Customary Law, Muslim Personal Law, Private International Law, Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act, Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the 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, the Treasury Regulations. Knowledge and experience in office administration; A valid driver's licence. Skills and Competencies: Good communication skills (verbal and writing); Litigation and Advocacy skills; Research, investigation, monitoring, evaluation and report writing skills; Attention to detail; Diversity management; Dispute and Conflict resolution skills; Computer literacy; Case Flow Management.

DUTIES : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Monitor the provisioning of forensic and risk social work services; Monitor and implement the provisions of the Hague Convention on Civil aspects of International Child Abduction; Manage and implement the provision of Forensic Social Work Social Work services; Manage and provide administrative support services; Attend to all relevant circuit courts within the Province.

ENQUIRIES
APPLICATIONS : 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>

FOR ATTENTION
NOTE : Ms P Paraffin
: Shortlisted candidates will be required to submit service certificates to determine salary in accordance to experience. Separate application must be made quoting the relevant reference number.

POST 06/36 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 49/26EC**

SALARY : R896 436 – R1 055 958 per annum, (all -inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE
REQUIREMENTS : Provincial Office: East London
: An NQF level 6 qualification as recognized by SAQA in Labour Relations/ Labour Law/ LLB; A minimum of 3 years' experience in Labour Relations environment at managerial (Assistant Director) level; Knowledge of Basic Condition of Employment Act (BCEA), Labour Relations Act, Employment Equity Act (EEA), relevant labour laws policies and procedures; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, the 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; Computer literacy; Team leadership.

DUTIES : Key Performance Areas: Develop and monitor the implementation of Labour Relations policy and strategy; Conduct misconduct and grievances; Conduct and handle dispute resolutions; Coordinate, facilitate the collective bargaining processes; Develop and maintain relations/ partnership with relevant stakeholder; Manage human, finance and other resources.

ENQUIRIES
APPLICATIONS : Mr A Jilana Tel No: (043) 702 7000 / 7010
: 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 <https://forms.office.com/r/X2XaVPasWu>

<u>POST 06/37</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: (MR6): SEXUAL OFFENCES MATTERS REF NO: 26/13/CA</u>
<u>SALARY</u>	:	R586 956 – R1 386 972 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>	:	National Office: Pretoria
	:	An LLB qualification; A minimum of 8 years' appropriate post qualification legal experience; Knowledge of the South African Legal system, legal framework sexual offences and the Presidential Summit Declaration against Gender-based Violence and Femicide (GBVF) of 2019 and its National Strategic Plan; Knowledge of the legal system and GBVF sector; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act; Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act; Knowledge and experience in Office Administration. Skills and Competencies: Legal research and drafting; Project management; 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; Problem resolving and decision making; Planning and organising; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Manage the implementation of International, Regional and Domestic legal frameworks on the management of sexual offences matters; Facilitate stakeholder management for a cohesive and coordinated implementation of interventions against sexual offences; Manage the development and implementation of initiatives and programmes on sexual offences; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S Kgafela Tel No: (012) 315 1042 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 06/38</u>	:	<u>COURT MANAGER REF NO: 37/26EC</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: Engcobo
	:	An undergraduate National Diploma (NQF 6 level) /Degree qualification 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; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Support case-flow management; Manage the financial resources of the office; Manage the Human resources of the office; Manage the procurement and office facilities; Manage risk and security of the office; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010 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 https://forms.office.com/r/X2XaVPasWu
<u>POST 06/39</u>	:	<u>MANAGER: COURT INTERPRETING REF NO: 09/2026/WC</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office, George

<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; Proficiency in English; Proficiency in two or more indigenous languages; 6 years' experience as a Court Interpreter of which 3 years should be at a supervisory level; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Listening skills; Time management; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure and Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Manage the cluster legal interpreting and language services; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non-human resources of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.
<u>ENQUIRIES</u>	:	Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	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</u>	:	Ms P Paraffin
<u>POST 06/40</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND APPOINTMENTS REF NO: 01/26/LMP</u> This is a re-advertisement, candidates who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Limpopo An NQF level 6 qualification as recognized by SAQA in Human Resource Management / Public Management/ Industrial and Organisational Psychology; A minimum of 3 years' experience in Human Resource Management environment at a supervisory level; Knowledge of PERSAL System, Human Resource Management Directives/Policies, Employment Equity Act, Basic Conditions of Employment Act, Performance Management Systems; 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 and decisions, etc. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Applied strategic thinking; Good Communication skills (written and verbal); Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Ability to work under pressure and be self motivated; Strong analytical skills and good decision making skills; Project management; Team Leadership; Personal attributes; Accuracy and attention to details.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the administration of recruitment, selection process and appointment of the employees; Provide inputs on the development of the annual recruitment plan and implement thereof; Facilitate and compile job advertisements, Serve as secretariat and provide advice during recruitment process; Facilitate or execute recruitment process in compliance with internal recruitment procedures and employment equity plan; Facilitate or execute the selection process (screening , shortlisting, interviews) including personnel suitability checks; Draft appointment letter(s) and contracts in respect of appointed candidate(s) and facilitate the signing off; Facilitate or capture appointment of nominated candidates on PERSAL; Ensure new appointees are inducted.
<u>ENQUIRIES</u>	:	Mr M D Chauke Tel No: (015) 287 2080 or Ms M R Phalane Tel No: (015) 287 2036
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR https://forms.office.com/r/X2XaVPasWu

<u>POST 06/41</u>	:	<u>ASSISTANT DIRECTOR: MAINSTREAMING YOUTH AND PERSONS WITH DISABILITIES: REF NO: 26/12/DG</u>
		This is a re-advertisement, applicants who previously applied are encouraged to re-apply.
<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 Public Management/ Disability studies/ Law/ Social Sciences and Public Policy; A minimum of 3 years' experience of which 2 years should be at supervisory level; Knowledge and understanding of Government prescripts, Public Finance Management Act, Public Service Regulations; Understanding of court processes. 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; Computer literacy; Planning and organizing; Decision making; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate programmes for gender mainstreaming, youth and persons with disabilities; Review Departmental programmes in line with legislation for the promotion and empowerment of women, youth and persons with disabilities; Advance and promote the empowerment and participation of women, youth and persons with disabilities; Facilitate statutory reporting and compliance; Manage human, finance and other resources.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	:	Mr. R. Chauke Tel No: (012) 315 – 1329 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 06/42</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>	:	Magistrate Office: Sterkstroom Ref No: 38/26EC (X1 Post) Magistrate Office: Burgersdorp Ref No: 39/26EC (X1 Post) Magistrate Office: Lusikisiki Ref No: 40/26EC (X1 Post) Magistrate Office: Ngqeleni Ref No: 42/26EC (X1 Post) Magistrate Office: Dutywa Ref No: 59/26EC (X1 Post) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	Three-year National Diploma/ Bachelor's 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 Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP). Skills and Competencies: Computer literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations. People management.
<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 processes; Manage the Criminal and Civil Court Administration Section, section related to Family Court, 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>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010 OR 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 https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number

<u>POST 06/43</u>	<u>COURT INTERMEDIARY REF NO: 48/26EC</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: Humansdorp A three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; Teaching, Social Work/ Family Counselling, Child Care and youth development, Paediatrics, Psychiatry, Clinical counselling, Educational Psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework. (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). A valid driver's license: Knowledge of any foreign languages will be an added advantage. Skills and Competencies: Communication and empathetic listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem-solving and decision-making skills.
<u>DUTIES</u>	: Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.
<u>ENQUIRIES APPLICATIONS</u>	: Mr W Ndamase Tel No: (043) 702 702 7000/7133 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 https://forms.office.com/r/X2XaVPasWu
<u>POST 06/44</u>	<u>LABOUR RELATION OFFICER REF NO: 50/26EC</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: East London An NQF Level 6 qualification as recognised by SAQA in Labour Relations/Labour Law/LLB; A minimum of 2 years' functional experience in Labour Relations environment; Knowledge and understanding of relevant labour laws, policies and procedures; Knowledge of Basic Condition of Employment Act; Labour Relations Act, Employment Equity Act; Knowledge of 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 and decisions etc. Skills and Competencies: Concern of others; Creative thinking; Planning and organizing; Decision making; Diversity citizenship; Organisational communication (verbal and written) skills; Problem analysis, Computer literacy. Managing interpersonal conflict and resolving problems; Report writing skills.
<u>DUTIES</u>	: Key Performance Areas: Administer and implement Labour relations policy and strategy; Handle misconduct and grievances; Handle and administer dispute resolutions; Administer collective bargaining processes.
<u>ENQUIRIES APPLICATIONS</u>	: Mr A Jilana Tel No: (043) 702 7000 / 7010 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 https://forms.office.com/r/X2XaVPasWu

<u>POST 06/45</u>	:	<u>CHIEF ADMINISTRATION CLERK (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</u>	:	Master of the High Court: Mthatha Ref No 54/26EC (X1 Post) Magistrate Office: Mdantsane; Ref No 58/26EC (X1 Post) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	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: Communication (written and verbal) skills; Computer literacy (MS Office); Planning and organizing skills; Ability to work under pressure; Attention to detail; 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</u>	:	Mr Ndamase Tel No: (043) 702 7000 / 7129 or Mr. Nofemela Tel No: (043) 702 7000 / 7135
<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 the relevant reference number
<u>POST 06/46</u>	:	<u>LEGAL ADMINISTRATION OFFICER: (MR3-MR5): LEGAL PROCESS REF NO: 26/03/LD</u>
<u>SALARY</u>	:	R324 579 – 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>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An LLB Degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of 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, the Prescription Act, the State Attorney Act, Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
<u>DUTIES</u>	:	Key Performance Areas: Process the receipts of Presidential pardons, expungement and section 327 applications; Provide reports and feedback on Presidential pardons, expungement and section 327 applications; Conduct legal research on principles and case law relevant to the matters; Draft legal documents the provide clear motivation; Manage stakeholder relations; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mr M Mokoena Tel No: (012) 744 2026
<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>	:	A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 06/47</u>	:	<u>LEGAL ADMINISTRATION OFFICER:(MR1 - MR5) REF NO: 26/07/MFLS</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>	:	National Office: Pretoria

<u>REQUIREMENTS</u>	:	An LLB Degree or 4 year recognized legal qualification. Knowledge of the Constitution, Public Finance Management, Mediation in certain Divorce matters; Domestic Violence Act, Maintenance Act, Children's Act. Skills and Competencies: Legal research; Legal drafting; 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; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Administer and report on the implementation of Hague Convention on Civil aspects of International Child Abduction; Administer related accession of contracting states; Provide support on the institutional performance and strategies for Family Advocate cases; Manage Stakeholder relations for the Family Advocate; Conduct research that will provide information and case law relevant to the Family Advocacy.
<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>NOTE</u>	:	A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 06/48</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: East London Ref No 43/26EC (X1 Post) Magistrate Office: Ngqeleni Ref No 44/26EC (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4 / Grade 12; Proficiency in English and one or more indigenous languages (preference will be given to languages used in area (Xhosa, Afrikaans, Sotho) as well as sign language; The following will serve as an added: Practical experience and a valid driver's license. Skills and Competencies: Computer literacy; 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>	:	Ms Msimang Tel No: (043) 702 7000 / 7136
<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 https://forms.office.com/r/X2XaVPasWu
<u>POST 06/49</u>	:	<u>ACCOUNTING CLERK REF NO 52/26EC</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, East London
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Knowledge and understanding of financial legislation, Prescripts and Procedures; Knowledge of Basic Operating System (BAS), Justice Yellow Page (JYP), PERSAL; Knowledge of Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulation (PSR) and Preferential of Procurement Policy Framework Act (PPPFA); Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Skills and Competencies: Computer literacy; Good communication skills (Written & verbal); Creative and analytical; Planning and Organizing; Problem solving and conflict Management; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Render financial accounting transactions; Perform salary administration support; Perform bookkeeping support services; Render a budget support service.
<u>ENQUIRIES</u>	:	Ms. C Williams Tel No: (043) 702 7000 / 7131

<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 https://forms.office.com/r/X2XaVPasWu
<u>POST 06/50</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: 51/26EC (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 REQUIREMENTS</u>	:	Provincial Office, East London 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. C Williams Tel No: (043) 702 7000 / 7131
<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 https://forms.office.com/r/X2XaVPasWu
<u>POST 06/51</u>	:	<u>ADMINISTRATION CLERK (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: Vredenburg Ref No: 12/2026/WC (X1 Post)
<u>REQUIREMENTS</u>	:	Magistrate Office: Graaff-Reinet Ref No: 45/26EC (X1 Post) 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>	:	Western Cape: Mr A Knowles Tel No: (021) 462 5471 Eastern Cape: Ms. C Williams Tel No: (043) 702 7000 / 7131
<u>APPLICATIONS</u>	:	Western Cape: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeek Street, 5th Floor Norton Rose House, Cape Town OR https://forms.office.com/r/X2XaVPasWu For Attention: Cape Town: Ms P Paraffin 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 https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 06/52</u>	:	<u>MESSENGER (X2 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>	:	Magistrate Office: Peddie Ref No 46/26EC (X1 Post)
<u>REQUIREMENTS</u>	:	Magistrate Office: Tabankulu Ref No 47/26EC (X1 Post) Grade 10/Abet level 4; A valid driver's license. Skills and Competencies: Basic Computer literacy; Communication at appropriate level; Creative thinking; Customer service orientation; Problem analysis; 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 office; 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 https://forms.office.com/r/X2XaVPasWu
<u>POST 06/53</u>	:	<u>TELECOM OPERATOR (X2 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>	:	Magistrate Office: Paarl Ref No: 10/2026/WCX (X1 Post)
<u>REQUIREMENTS</u>	:	Master of The High Court: Grahamstown Ref No: 53/26EC (X1 Post)
	:	Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal) skills; 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.
<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>	:	Western Cape: Ms W Nguyuza Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Eastern Cape: Ms C Williams Tel No: (043) 702 7000 / 7131
	:	Western Cape: 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 For Attention: Ms P Paraffin
	:	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 https://forms.office.com/r/X2XaVPasWu
<u>POST 06/54</u>	:	<u>SECURITY OFFICER REF NO: 11/2026/WC</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office, Goodwood
<u>REQUIREMENTS</u>	:	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; Enroll staff on bio-metric system; Provide access to staff coming to the premises over weekends.
<u>ENQUIRIES</u>	:	Mr A Knowles Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	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 https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin