

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>	:	16 March 2026
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post. 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 07/42</u>	:	<u>DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 2026/10/MP</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</u>	:	Ehlanzeni District, Mpumalanga
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and Competencies: Applied strategic thinking; Planning and organizing; Problem solving and decision making; Project management; Managing Interpersonal relationship; Communication and information Management; Developing others; Diversity management; Conflict management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.

- ENQUIRIES APPLICATIONS** : Mr. DS Nkosi Tel No: 083 299 4906
 : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Center, 4th floor building, Nelspruit 1200 OR <https://forms.office.com/r/X2XaVPasWu>
- POST 07/43** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 16/2026/WC**
 : (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
- 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, Western Cape
 : An NQF level 7 in Financial Management/ Financial Accounting/ Business Management/ Auditing/ Cost Accounting/ Logistics Management, Supply Chain Management as recognised by SAQA; Minimum of 3 years' experience in Supply Management environment at Management (Assistant Director level). Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Citizen focus and responsiveness; Developing others; Diversity Management; Planning and organizing; Programme and Project Management; Change and knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage and maintain the demand management planning for the procurement of goods and services; Manage the acquisition or procurement of goods and services; Management of logistics regarding stores and vendor performance; Manage assets and the disposal of assets.
- 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>
- FOR ATTENTION** : Ms P Paraffin
- POST 07/44** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO:08/2026/SA/WC (5 POSTS)**
- SALARY** : R630 630 – R1 450 323 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of The State Attorney, Cape Town
 : An LLB Degree or 4-year recognised legal qualification; At least Four (4) years appropriate post qualification legal/litigation experience; Admittance as an Attorney; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims Courts, CCMA, Tax and Tax tribunals; Re-Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr M Koopman 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 <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : Shortlisted candidates will be required to submit a current certificate of good standing from the relevant Law Society must accompany the application form. For Attention: Ms P Paraffin
- POST 07/45** : **COURT MANAGER (X2 POSTS)**
- SALARY** : R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE</u>	:	Magistrate Office: Mashishing Ref No: 2025/39/MP (X1 Post) Magistrate Office: Thulamahashe Ref No: 2026/09/MP (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma (NQF level 6)/Degree qualification 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 and analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms KN Zwane: Tel No: 060 532 2006 or Ms NC Maseko: Cell 083 2849056
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 07/46</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO 33/26EC</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>	:	Magistrate Office: Port Elizabeth
	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Administration/ Public Management/ Business Administration; A minimum of 3 years' experience at supervisory level; 2 years' experience in court service environment. Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budget and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Planning and organizing; Problem solving and decision making; Project management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Implement policies and strategies to support systems and processes in the court; Administer and provide support on the implementation of off-site storage and transcription services; Facilitate the provision of procurement of goods and services and financial administration in the court; Manage human, finance and other resources;
<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 07/47</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 2026/04/MP</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: Mdotjana
	:	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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Mr LT Mndebele Tel No: 078 802 0880
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR <https://forms.office.com/r/X2XaVPasWu>
- POST 07/48** : **SENIOR COURT INTERPRETER REF NO: 2026/11/MP**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Mashishing
: Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three years practical experience in court interpreting; OR Grade 12 with ten years practical experience in court interpreting; Proficiency in two or more indigenous languages; Proficiency in English; Valid Driver's licence; Language requirements: Sepedi, IsiZulu and Tshivenda. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render Interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Perform specific line and Administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
- ENQUIRIES APPLICATIONS** : Ms KN Zwane Tel No: 060 532 2006
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR <https://forms.office.com/r/X2XaVPasWu>
- POST 07/49** : **MAINTENANCE INVESTIGATOR REF NO: 57/26EC**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Cala (Will also be responsible to work at other offices in the district as required)
- REQUIREMENTS** : 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); Numeracy skills (Verbal and written); Ability to work with the public in a professional and empathetic manner; Explain terminology and process in simple language; Facilitation skills; Good interpersonal relations; Excellent Time management; Ability to work under pressure.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Mr S Nofemela Tel No: (043) 702 7000 / 7135
: 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 07/50** : **MAINTENANCE OFFICER (MR1- MR5) REF NO: 56/26EC**
- SALARY** : 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.
- CENTRE REQUIREMENTS** : Magistrate Office: Dutywa and Offices within the District
: An LLB degree or a four-year recognized legal qualification; Knowledge of the maintenance system; Maintenance Act and family law matters; Understanding of

		all services and procedures in the area of Maintenance; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Report writing and time management skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for maintenance enquiries; Guide maintenance Investigators in the performance of their functions; Implement Bench orders; Provide reports and compile statistics.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Ndamase Tel No: (043) 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 07/51</u>	:	<u>ADMINISTRATION CLERK REF NO: 2026/05/MP</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>	:	Magistrate Office: Middelburg
	:	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 APPLICATIONS</u>	:	Mr LT Mndebele Tel No: 078 81 030 8037
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 07/52</u>	:	<u>COURT INTERPRETER (X3 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: Bethal, Ref No: 2026/01/MP (X1 Post) Magistrate Office: Bethal, Ref No: 2026/03/MP (X1 Post) Magistrate Office: Mbombela; Ref No: 2026/02/MP (X1 Post) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12; Proficiency in one or more indigenous languages; Proficiency in English; Bethal: Ref No: 2026/01/MP: Language Requirements: IsiZulu and SeSotho; Bethal: Ref No: 2026/03/MP Language Requirements: Isizulu and Afrikaans Mbombela: Language Requirements: IsiXhosa; SiSwati and Afrikaans. The following will serve as an added advantage: Practical experience and a valid driver's license. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
<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 APPLICATIONS</u>	:	Mr. TV Mavundla Tel No: 078 802 0741
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 07/53</u>	:	<u>TELECOM OPERATOR REF NO: 2026/07/MP</u>
<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 Office: Mbombela
	:	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.
- 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** : Mr. LT Mndebele Tel No: 078 802 0882
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR <https://forms.office.com/r/X2XaVPasWu>
- POST 07/54** : **SECURITY OFFICER REF NO: 2026/06/MP**
- SALARY** : R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Middelburg
- REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES** : Mr LT Mndebele Tel No: 078 802 0880
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR <https://forms.office.com/r/X2XaVPasWu>