

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.

- CLOSING DATE** : 23 March 2026
- NOTE** : 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. 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.
- ERRATUM:** Kindly note that the position of Court Manager, initially advertised for the Magistrate Office: Mashishing with Ref No: 2025/39/MP (X1 Post) in Public Service Vacancy Circular 07 dated 27 February 2026, has been amended. The correct office and reference number for the post are: Magistrate Office: Elukwatini Ref No: 2026/08/MP. We apologize for any inconvenience caused.

OTHER POSTS

- POST 08/295** : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: 26/VA03/NW**
- SALARY** : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office- NW
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/ Industrial and Organisational Psychology/ Public Management/ Public Administration; A minimum of 3 years' experience in Human Resource Administration with an emphasis on Conditions of Service work environment at a supervisory level; Knowledge of Human Resource Administration legislative frameworks, methodologies and strategies in the Public Service; 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. Skills and Competencies: Applied

- strategic thinking, applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Impact and influence; Managing interpersonal Conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy.
- DUTIES** : Key Performance Areas: Coordinate the implementation of employment and general service conditions; Coordinate the implementation of policies and frameworks for Conditions of Service; Coordinate the implementation of service benefits; Manage human finance and other resources.
- ENQUIRIES APPLICATIONS** : Ms. L Shoai Tel No: (018) 397 7088
- : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng Or <https://forms.office.com/r/X2XaVPasWu>
- POST 08/296** : **ASSISTANT DIRECTOR: JUDICIAL PLANNING AND SUPPORT REF NO: 26/15/CA**
- SALARY** : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
- : An undergraduate qualification (NQF level 7) as recognized by SAQA in LLB; A minimum of 3 years' experience in civil justice environment at functional level; Knowledge of interpretation and application of all the Acts relevant to Statutory Appointments, e.g. Magistrates Act, Legal Aid Board Act, Legal Practice Act, Debt Collectors Act, Small Claims Courts Act, Justice of the Peace and Commissioners of Oath Act; 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, Public Finance Management Act; Knowledge of criminal, civil law and family law cases, Constitutional law cases, interpretation of statutes. 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; Project management; Team leadership; Computer literacy.
- DUTIES** : Key Performance Areas: Provide support into the review and development of the civil justice system policy and strategy; Provide administration support to Statutory Appointments, appointment of members of the Legal Aid Board South Africa, Legal Practice Council, Debt Collectors Council and Magistrate Commission; Provide administrative support to the establishment of Small Claims Courts and appointment of members of the Small Claims Court Advisory Committees as well as Commissioners; Provide administrative support to the designation of ex-officio-Commissioners of Oaths; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Ms. M. Modibane Tel No: (012) 315 1668
- : 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>
- NOTE** : People with disabilities are encouraged to apply.
- POST 08/297** : **ADMINISTRATION OFFICER REF NO: 26/VA02/NW**
- SALARY** : R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Tlhabane Magistrate Court - NW
- : Three-year National Diploma/Bachelor Degree in Public Administration / Public Management or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: People management; Computer literacy (Microsoft packages); Good communication

- skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, Manage and administer support services to Case Flow Management and other court users.
- ENQUIRIES** : Ms. L Shoai Tel No: (018) 397 7088
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR <https://forms.office.com/r/X2XaVPasWu>
- POST 08/298** : **LEGAL ADMINISTRATION OFFICER (MR1 – MR5) REF NO: 26/15/FS**
- 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** : Provincial Office, Bloemfontein
- REQUIREMENTS** : An LLB or four (4) year recognized legal qualification; Sound knowledge of the South African legal system, legal practice and related spheres with specific reference to family law and related litigation; Knowledge of criminal procedure and practice, court rules (Constitutional, Supreme Court of Appeal, High, Labour, Equality and Magistrate Courts); Knowledge of the Public Finance Management Act; Knowledge of the Sexual Offences and Related Matters Act; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Legal research; Planning and organizing skills; Decision making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute resolution; Time management and ability to prioritize; Report writing and problem resolving; Project management; Communication skills (Verbal and written); Willing to work overtime when required.
- DUTIES** : Key Performance Areas: Draft legal documents and give legal advice to the Department and other organs of the State; Provide support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, DPP, and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Recover loss and (of) damage to State property; Determine Legal Liability and oversee the smooth functioning of dedicated courts in the region; Facilitate implementation of relevant legislation including the Victims Charter and the Restorative Justice National policy Framework; Initiate, plan, implement and conduct community awareness campaigns on legislations administered by the Department.
- ENQUIRIES** : Ms. N Dywili at 073 775 0709
- APPLICATIONS** : 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>