

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** : 30 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.

OTHER POSTS

- POST 09/86** : **PRINCIPAL COURT INTERPRETER REF NO: 22/25/NC/UPT**
This is a re- advertisement, applicants who previously applied are encouraged to re-apply.
- SALARY** : R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Upington
- REQUIREMENTS** : Grade 12/ NQF level 4 and National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Five years of practical experience as a Court Interpreter with minimum two years supervisory experience; Proficiency in English and two or more indigenous languages; Language Requirements: Afrikaans, SeTswana and IsiXhosa; A valid driver's license. Skills and Competencies: Communications skills; Computer literacy; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise Interpreters for offices under District; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Provide effective people management; Procure foreign language interpreters and casual Interpreters.
- ENQUIRIES** : Mr M. Mokgola Tel No: (053) 802 1300

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR https://forms.office.com/r/X2XaVPasWu . Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal challenges.
<u>NOTE</u>	:	Applicants will be subjected to a technical test/ exercise.
<u>POST 09/87</u>	:	<u>ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 17/2026/SA/WC</u>
<u>SALARY</u>	:	R377 523 – R659 436 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>	:	Office of the State Attorney: Cape Town LLB degree or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/ litigation experience; A valid driver's license. Skills and Competencies: Interview techniques; Problem solving and analysis; Research; Client orientation and customer focus; Communication (written and verbal) skills; Service delivery innovation; Honesty and integrity; Knowledge management; Decision making; Creative thinking; Technical proficiency; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Provide representation in lower courts to government on legal and litigation matters, Draft legal opinions, pleadings, notices and contracts; Responsible for the collection of debt on behalf of the state and the payment of legal costs/fees; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Koopman Tel No: (021) 462 5471 Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR https://forms.office.com/r/X2XaVPasWu
<u>POST 09/88</u>	:	<u>SENIOR COURT INTERPRETER (X5 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>	:	Magistrate Office: Somerset West Ref No: 18/2026/WC (X1 Post) Magistrate Office: Mitchells Plain Ref No: 19/2026/WC (X1 Post) Magistrate Office: Cape Town Ref No: 20/2026/WC (X1 Post) Magistrate Office: Pretoria Ref No: 2026/10/GP (X1 Post) Magistrate Office: Springbok Ref No: 09/26/NC/SPR (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages OR Grade 12 with 10 year's practical experience in court interpreting. A minimum of three years practical experience in court interpreting; Proficiency in two or more indigenous languages; A valid driver's license. Language requirements: Pretoria: English, Setswana or Sepedi and Isindebele; Springbok: English, Afrikaans, SeTswana, IsiXhosa and SeSotho. Skills and Competencies: Planning and organizing; Time management skills; Interpersonal skills; Problem solving and analytical thinking; Listening skills; Communications skills; Computer literacy; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with reconstruction of Court Records; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES</u>	:	Western Cape: Ms P Paraffin Tel No: (021) 462 5471 Gauteng: Ms V Shiburi Tel No: (011) 332 9000 Northern Cape: Mr M. Mokgola Tel No: (053) 802 1300.
<u>APPLICATIONS</u>	:	Western Cape: Please forward your application 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 Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg OR https://forms.office.com/r/X2XaVPasWu Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head: Justice and Constitutional Development, Private Bag

X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR <https://forms.office.com/r/X2XaVPasWu>. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal challenges.

NOTE : Applicants will be subjected to a Language test. Separate application must be made quoting the relevant reference number.

POST 09/89 : **ASSISTANT MASTER (MR1 – MR5 (X2 POSTS))**

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 : Master of The High Court Pretoria) Ref No: 2026/12/GP (X1 Post)
Master of The High Court Johannesburg Ref No: 2026/08/GP (X1 Post)

REQUIREMENTS : LLB Degree or four years recognized legal qualification; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Legal research and drafting; Planning and organizing; Dispute resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment; Computer literacy.

DUTIES : Key Performance Areas: Manage the administration of guardian's funds and operation; Manage the administration of deceased estate; Manage the administration of insolvent estate; Manage administration of trust and curatorship's; Administer service points operations; Provide effective people management.

ENQUIRIES : Ms RR Moabelo Tel No: (011) 332 9000

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg OR <https://forms.office.com/r/X2XaVPasWu>

NOTE : Separate application must be made quoting the relevant reference number.

POST 09/90 : **ADMINISTRATION /CRT CLERK (X7 POSTS)**

SALARY : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office: Calvinia Ref No: 01/26/NC/CAL (X1 Post)
Kimberley Magistrate Office Ref No: 02/26/NC/KIM (X2 Posts)
Magistrate Office: Pampierstad Ref No: 03/26/NC/PAM (X1 Post)
Magistrate Office: Groblershoop Ref No: 04/26/NC/GROB (X1 Post)
Magistrate Office: Postmasburg Ref No: 05/26/NC/POS (X1 Post)
Magistrate Office: De Aar Ref No: 06/26/NC/DAR (X1 Post)

REQUIREMENTS : Grade 12 or equivalent qualification; Skills and Competencies: Good Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Ability to work under pressure and to solve problems; Customer service; Document management; Planning and organizations skills; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Prepare recordings of court proceedings; Render clerical and administrative functions; Maintain records, deal with correspondence; File/store and ensure safekeeping of court documents.

ENQUIRIES : Ms. K. Fritz / Mr Y. Ajimudin Tel No: (053) 802 1300

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR <https://forms.office.com/r/X2XaVPasWu> Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal challenges.

<u>POST 09/91</u>	:	<u>ADMINISTRATION CLERK (X7 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: Vanderbijlpark Ref No: 2026/13/GP (X1 Post) Master of The High Court Johannesburg Ref No: 2026/07/GP (X1 Post) Magistrate Office Bellville Ref No: 21/2026/WC (X3 Posts) Magistrate Office: Mitchells Plain Ref No: 22/2026/WC (X1 Post) Magistrate Office: Caledon Ref No: 23/2026/WC (X1 Post)
<u>REQUIREMENTS</u>	:	A Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.
<u>ENQUIRIES</u>	:	Gauteng: Ms P Raadt Tel No: (011) 332 9000 or Ms T Maphoto Tel No: (011) 332 9000 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg. 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: Western Cape: Ms P Paraffin
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 09/92</u>	:	<u>COURT INTERPRETER (X4 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: Pretoria Ref No: 2026/11/GP (X1 Post) Magistrate Office: Johannesburg Ref No: 2026/14/GP (X1 Post) Magistrate Office De Aar Ref No: 07/26/NC/DAR (X1 Post) Magistrate Office Springbok Ref No: 08/26/NC/SPR (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12; Proficiency in one or more indigenous languages and English; Three months Practical experience and driver's license will be an added advantage. Language requirements: Pretoria: English, Setswana or Sepedi and Siswati; De Aar: English, Afrikaans, SeSotho and IsiXhosa; Springbok: English, Afrikaans, SeTswana and SeSotho; Johannesburg: English, Xitsonga and IsiZulu / IsiSwati; 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</u>	:	Gauteng: Ms V Shiburi or Ms P Raadt Tel No: (011) 332 9000 Northern Cape: Mr N. Leshage Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	Gauteng: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 OR Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR https://forms.office.com/r/X2XaVPasWu Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR https://forms.office.com/r/X2XaVPasWu Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal challenges.
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.

- POST 09/93** : **MESSENGER REF NO: 25/2026/WC**
- SALARY** : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Cape Town
: Grade 10 / Abet level 4 qualification; A valid drivers' licence. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Self-management; Ability to work in a Team; Technical proficiency.
- DUTIES** : Key Performance Areas: Render Driver / Messenger support services; Collect correspondence, distribute mail and parcels to the various offices; Collect documents from respective government institutions; Transport officials to various destinations; Render Clerical support services.
- ENQUIRIES APPLICATIONS** : Ms P Paraffin Tel No: (021) 462 5471
: Please direct your applications to: Provincial Head: Private Bag 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>
- POST 09/94** : **SECURITY OFFICER REF NO: 24/2026/WC**
- SALARY** : R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office, Mossel Bay
: Grade 12; Knowledge of Physical Security procedures and processes; Safety and Security Legislative Framework; PSIRA Grade C; Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organising 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 APPLICATIONS** : Ms P Paraffin Tel No: (021) 462 5471
: Please forward your application 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>