

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** : 17 April 2026
- NOTE** : 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.
- ERRATUM:** Kindly note that the post of Administrative Officer with Ref No: 26/17/KZN advertised in the Public Service Vacancy Circular 10 of 2026 dated 20 March 2026 with the closing date of 10 April 2026, has been withdrawn. We apologize for any inconvenience caused.

OTHER POSTS

- POST 11/64** : **OFFICE MANAGER (X2 POSTS)**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Port Elizabeth, Ref No: 60/26EC (X1 Post)
State Attorney: Mthatha, Ref No: 61/26EC (X1 Post)
- REQUIREMENTS** : A 3 years National Diploma/Degree in Public Administration/ Human Resources Management/ Administration or Business Administration at NQF-Level 6; A minimum of 3 years' experience in administration environment; Knowledge of HR matters and its policies, framework; Procurement directives and procedures, Knowledge and understanding of the Constitution and the legislative framework governing the Public Service. 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; Problem solving and analysis; Planning and Organising; Decision Making; Project Management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage procurement and finance of goods and services; Manage documents for registry support services; Undertake policy or line function tasks as required; Co-ordinate external strategic alliances between the office and other stake holders; Manage general support and resources services; Manage human, finance and other resources services.
<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 https://forms.office.com/r/X2XaVPasWu or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London.
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 11/65</u>	:	<u>ASSISTANT DIRECTOR: INTERPRETING SERVICES: SESOTHO REF NO: 26/16/CA</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 Legal Interpreting/Language Practice; A minimum of 3 years' experience of administration in language practice/interpreting at functional level; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act; Knowledge and understanding of office administration; interpretation and application of policies, prescripts and procedures; Knowledge of constitutional law cases, criminal civil law; Knowledge and understanding of family 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; Decision making; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the rendering of interpreting services in the Department; Coordinate training on court interpreting services; Facilitate the implementation of policies and frameworks related to foreign and local languages; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Modibane Tel No: (012) 315 1668
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: 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 Street, Pretoria OR https://forms.office.com/r/X2XaVPasWu
<u>POST 11/66</u>	:	<u>COURT INTERMEDIARY (X3 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: Morebeng Ref No: 02/26/LMP (X1 Post) Magistrate Office Thohoyandou Ref No: 03/26/LMP (X1 Post) Magistrate Office Tzaneen Ref No: 04/26/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	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. Proficiency in English and one or more indigenous languages spoken in the area. Knowledge of any foreign languages will be an added an 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.

DUTIES : 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.

ENQUIRIES : Ms. M.P Mongalo Tel No: (015) 287 2037 or: Ms M.F. Mathosa Tel No: (015) 287 2035.

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR <https://forms.office.com/r/X2XaVPasWu>

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

POST 11/67 : **MAINTENANCE INVESTIGATOR (X2 POSTS)**

SALARY : R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office: Morebeng, Ref No: 06/26/LMP (X1 Post)
Magistrate Office: Musina, Ref No: 07/26/LMP (X1 Post)

REQUIREMENTS : A Grade 12 certificate or equivalent qualification; Relevant administrative experience and in family law matters; Knowledge of the Maintenance Act (Act of 99 of 1989); Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Planning and organizing; Good interpersonal relations; Time management; Ability to work under pressure.

DUTIES : Key Performance Areas: Serve maintenance summons, subpoenas, warrants and garnishee orders for District in terms of the Maintenance Act; Locate whereabouts of persons; Give testimony in Court under oath; Render administrative support to the Office.

ENQUIRIES : Mr L Mapelane Tel No: (015) 287 2035 or Mr MI Modiba Tel No: (015) 287 2034

APPLICATIONS : 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>

POST 11/68 : **CHIEF ADMINISTRATION CLERK REF NO: 08/26/LMP**

SALARY : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office: Musina

REQUIREMENTS : 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 skill; Ability to work under pressure; 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** : Ms. M.F Mathosa Tel No: (015) 287 2035 or Mr M.I Modiba (015) 287 2034
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR <https://forms.office.com/r/X2XaVPasWu>
- POST 11/69** : **STATE ACCOUNTANT REF NO: 09/26/LMP**
- SALARY** : R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Polokwane (Capricorn District)
- REQUIREMENTS** : Grade 12 or equivalent; An NQF level 6 in Financial Accounting/ Financial Management/Economics / Public Finance/ Internal Audit, B com in Finance recognized by SAQA; 3 years' experience in Financial Management environment. Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, and Budget Management; Knowledge of Division of Revenue Act (DORA), Preferential Procurement Policy Framework Act (PPPFA), Public Audit Act; Knowledge of Payroll administration; Budget management and costing. Skills and Competencies: Computer literacy (MS Word and Excel); Good communication (written and verbal) skills; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Monitor the Cash Flow Management for the province; Provide financial administration in the province; Monitor the monthly Third-Party Funds (TPF) Bank Reconciliation in the province; Implement and Monitor compliance; Facilitate audit process within the province.
- ENQUIRIES** : Ms M.F. Mathosa Tel No: (015) 287 2035 OR Mr P.M. Mongwe Tel No: (015) 287 2034
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700 or <https://forms.office.com/r/X2XaVPasWu>
- POST 11/70** : **MAINTENANCE OFFICER (MR1 - MR5) REF NO: 05/26/LMP**
- 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** : Magistrate Office: Groblersdal
- REQUIREMENTS** : An LLB Degree or a four (4) year recognized legal qualification; Knowledge of the maintenance system, Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy Skills; Interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Implementation of Bench orders; Provide reports and compile statistics.
- ENQUIRIES** : Ms. M.R Phalane Tel No: (015) 287 2036 or Mr. P.M Mongwe Tel No: (015) 287 2034
- APPLICATIONS** : 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 11/71</u>	:	<u>REGISTRAR (MR 1 – MR 4) REF NO: 10/26/LMP</u>
<u>SALARY</u>	:	R252 855 – R444 075 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Polokwane (Regional Court)
<u>REQUIREMENTS</u>	:	LLB or four year recognized legal qualification; 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, the Prescription Act, the State Attorney Act, Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and the State Liability Act. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numeracy skills; Office management, planning and organization skills; Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate Case Flow Management support service to the Judiciary and Prosecution at regional level; Coordinate all process that initiate court proceedings; Compile and submit monthly reports on the civil statistics performance for the office of the Regional Court President and Department of Justice and Constitutional Development (DOJ&CD); Manage the provision of records to Magistracy in appeal and review cases; Manage compliance with the work practices in the Office; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. M.P Mongalo Tel No: (015) 287 2037 OR Mr L. Mapelane Tel No: (015) 287 2035
<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 Regional Office, 92 Bok Street, Polokwane, 0700 or https://forms.office.com/r/X2XaVPasWu
<u>POST 11/72</u>	:	<u>COURT INTERPRETERS (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: Groblersdal, Ref No: 11/26/LMP (X1 Post) Magistrate Office: Phalala, Ref No: 12/26/LMP (X1 Post) Magistrate Office: Thohoyandou, Ref No: 13/26/LMP (X2 Posts) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12; Proficiency in English and one or more indigenous languages; Language requirements: Groblersdal: Tsonga, Venda and Setswana; Phalala: Venda and Ndebele, Shona will be an added advantage; Thohoyandou: Venda, Tsonga & Sepedi, Shona will be an added advantage. The following will serve as an added advantage: Three months practical experience and a driver's license; Knowledge of any foreign languages will be an added an advantage; Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communications (written and verbal); Administration and organizational skills; 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 consultations; 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>	:	Mr L Mapelane Tel No: (015) 287 2035 or Mr P.M Mongwe. Tel No: (015) 287 2034
<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>NOTE</u>	:	Separate application must be made quoting the relevant reference number.

<u>POST 11/74</u>	:	<u>ADMINISTRATION CLERK (X14 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: Mankweng, Ref No: 25/26/LMP (Family Law Service) (X1 Post) Magistrate Office: Polokwane, Ref No: 24/26/LMP (X1 Post) Magistrate Office: Polokwane, Ref No: 23/26/LMP (CRT) (X1 Post) Magistrate Office: Waterval, Ref No: 22/26/LMP (Family Law Service) (X1 Post) Family Advocate: Polokwane, Ref No: 21/26/LMP (X2 Posts) Magistrate Office: Mahwelereng, Ref No: 20/26/LMP (Cash Hall) (X1 Post) Magistrate Office: Lephallale, Ref No: 19/26/LMP (Family Law Service) (X1 Post) Magistrate Office: Giyani, Refno: 18/26/LMP (CRT) (X1 Post) Magistrate Office: Lenyenye, Ref No: 17/26/LMP (CRT) (X1 Post) Magistrate Office: Musina, Ref No: 16/26/LMP (Cash Hall) (X1 Post) Magistrate Office: Lulekani, Ref No: 15/26/LMP (Civil & Small Claims) (X1 Post) Magistrate Office: Groblersdal, Ref No: 14/26/LMP (Civil & Small Claims) (X1 Post) Magistrate Office: Mankweng Ref No: 26/26/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing.
<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>	:	Polokwane Mr M.C Rapetsoa Tel No: (015) 294 6000 Family Law Service: Mankweng Ms M.B Molepo Tel No: (015) 286 2200 Waterval: Mr M.A. Letsoalo Tel No: (015) 556 4052 Family Advocate Polokwane: Mr M.I Modiba Tel No: (015) 287 2034 Mahwelereng: Mr L.O. Munzhelele Tel No: (015) 483 0302 Lephallale/Ellisras: Mr L.M. Aphane Tel No (014) 763 2178 Giyani: Ms T. J. Mabunda Tel No: (015) 812 5011 Lenyenye: Mr G. P. Mdluli Tel No: (015) 355 3414 Musina: Ms M.M Nchabeleng Tel No: (015) 534 2146 Groblersdal: Ms. A Botlholo Tel No: (013) 262 2033 Mankweng: Ms M.B Molepo Tel No: (015) 286 2200
<u>APPLICATIONS</u>	:	Mankweng: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Mankweng Private Bag X1114, SovengA, 0727. or Physical address /Reception area Magistrate Mankweng reception area or https://forms.office.com/r/X2XaVPasWu Polokwane: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager: Magistrate Polokwane, Department of Justice and Constitutional Development, Private Bag X9320, Polokwane 0700 OR hand deliver at Reception Area, Magistrate Polokwane opposite Polokwane Municipality or https://forms.office.com/r/X2XaVPasWu Waterval: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Waterval; Private Bag 332 ELIM Hospital 0960 or Physical address: Reception area Magistrate Waterval OR https://forms.office.com/r/X2XaVPasWu Polokwane: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR https://forms.office.com/r/X2XaVPasWu Mahwelereng: Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Mahwelereng, Private Bag X2493, Mahwelereng, 0600 or Direct your application to: Hand Delivery Address: Reception area Magistrate Mahwelereng, Mahwelereng, 0600 or https://forms.office.com/r/X2XaVPasWu Ellisras/Lephallale: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Lephallale; Private Bag X201, Ellisras 0555. or Physical address /Reception area

Magistrate Lephale reception area OR
<https://forms.office.com/r/X2XaVPasWu>

Giyani: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Giyani, Private Bag X572, Giyani, 0826 or Physical Address: Main Road Opposite Old Nkhensani Hospital, Giyani Magistrate, 0826 OR <https://forms.office.com/r/X2XaVPasWu>

Lenyenye: Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Lenyenye, Private Bag X1416, Lenyenye, 0857 or Direct your application to: Hand Delivery Address: Reception Area, Magistrate Lenyenye, Lenyenye 0857 or <https://forms.office.com/r/X2XaVPasWu>

Musina: Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Musina, Department of Justice & Constitutional Development, Private Bag x 621, Musina 0900 or Physical address: 1st Flax Avenue - Messina, Magistrate Building opposite SAPS, Messina or <https://forms.office.com/r/X2XaVPasWu>

Lulekani: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X12005, Lulekani, 1392. or Physical address /Reception area Magistrate Office Lulekani or <https://forms.office.com/r/X2XaVPasWu>

Groblerdsdal: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X671, Groblersdal, 0470. or Physical address /Reception area Magistrate Office Groblersdal or <https://forms.office.com/r/X2XaVPasWu>

POST 11/75 : **REGISTRY CLERK REF NO: 2026/16/GP**

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

CENTRE REQUIREMENTS : State Attorney: Johannesburg
: Grade 12 or equivalent qualification; Knowledge of document management and filing. Skills and Competencies: Good communication skills (written and verbal); Good interpersonal skills; Ability to work under pressure and to solve problems; Customer service; Computer literacy (MS Office).

DUTIES : Key Performance Areas: Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management; service; Operate office machines in relation the registry function; Process documents for archiving and/disposal.

ENQUIRIES APPLICATIONS : Ms. V Shiburi Tel No: (011) 332 9000
: 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>

POST 11/76 : **SECRETARY TO THE SUB-CLUSTER HEAD REF NO: 27/26/LMP**

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

CENTRE REQUIREMENTS : Magistrate Office: Modimolle
: Grade 12 (with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily). Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, PowerPoint and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Intermediate typing skills.

DUTIES : Key Performance Areas: Provides a Secretarial/receptionist support service to the manager; Provides clerical support service to the manager; Provides support to manager regarding meetings; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager.

ENQUIRIES : Ms. S Molomo Tel No: (014) 717 5316

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X1011, Modimolle, 0510. OR Physical address: Reception area, Magistrate Modimolle Office or <https://forms.office.com/r/X2XaVPasWu>
- POST 11/77** : **MESSENGER (X2 POSTS)**
- SALARY** : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master's Office: Polokwane, Ref No: 29/26/LMP (X1 Post)
Master's Office: Thohoyandou, Ref No: 28/26/LMP (X1 Post)
- REQUIREMENTS** : 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** : Polokwane: Mr M.I Modiba Tel No: (015) 287 2034
Thohoyandou: Mr W.R Manhengeni Tel No: (015) 960 1491
- APPLICATIONS** : **Polokwane**: Quoting the relevant reference number, direct your application to: Postal Address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or <https://forms.office.com/r/X2XaVPasWu>
Thohoyandou Quoting the relevant reference number, direct your application to: Postal Address: The Office Manager, Department of Justice & Constitutional Development, Private Bag x 5015, ,0950 or Physical address: Reception area, Master of High Court Thohoyandou, Old Venda Parliament, High Court Building, Mphephu Drive, Thohoyandou,0950 or <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : Separate application must be made quoting the relevant reference number