

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>	:	08 May 2026
<u>NOTE</u>	:	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 13/99</u>	:	<u>SOCIAL WORKER SUPERVISOR (GRADE 1- 2) REF NO: 27/2026/FA/WC</u>
<u>SALARY</u>	:	R477 564 – R893 949 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 Family Advocate: Cape Town Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Professional registration with the SACSSP; A minimum of seven (7) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in leading Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children's Act (inclusive Hague Convention on International Child Abduction). Skills and Competencies: Supervisory skills; Facilitation skills; Communication skills (written and verbal); Computer literacy (MS Office); Mediation; Interviewing; Conflict resolution; Evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Oversee child focus forensic assessment services; Supervise risk related to children's care environment and or contracts;

Supervise the provision of Expert witness evidence in Court of Law; Oversee implementation and monitoring operational performance social work Services, Conduct Appropriate Disputes Resolutions, Compile and register Parental Responsibilities and Rights (PRR) and Parenting Plans; Manage human; finance and other resources.

ENQUIRIES APPLICATIONS : Mr A Knowles Tel No: (021) 462 5471

FOR ATTENTION NOTE : 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>

FOR ATTENTION NOTE : Ms P Paraffin

FOR ATTENTION NOTE : Shortlisted candidates will be required to submit proof of registration with SACSSP and service certificates of appropriate experience in Social Work after registration as Social Worker with SACSSP. Candidates whose name appear on Part B of the Child Register as mandated by Section 123(5) of the Children's Act, 2005 need not apply.

POST 13/100 : **ASSISTANT STATE ATTORNEY (LP3-LP4) (X2 POSTS)**

SALARY : R377 523 - R1 032 906 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney Office, Port Elizabeth Ref No: 73/26EC (X1 Post)
State Attorney Office, Mthatha Ref No: 74/26EC (X1 Post)

REQUIREMENTS : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years' appropriate post qualification legal/litigation experience; A thorough knowledge of legal practice, office management, accounting system and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Knowledge of legal proceedings, personal injuries claims, contracts, labour cases and criminal cases; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).

DUTIES : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and Commission for Conciliation, Mediation and Arbitration (CCMA), Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection.

ENQUIRIES APPLICATIONS : Mr Jilana Tel No: (043) 702 7000 / 7010

ENQUIRIES APPLICATIONS : 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

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

POST 13/101 : **CHIEF ADMINISTRATION CLERK REF NO: 75/26EC**

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

CENTRE : Magistrate Office: Mthatha

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 : Mr Ndamase Tel No: (043) 702 7000 / 7129

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 OR to <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
- POST 13/102** : **ESTATE CONTROLLER (EC1-EC4) REF NO: 31/2026/M/WC (X4 POSTS)**
- SALARY** : R252 855 – R586 956 per annum, (Salary will be determined in accordance with as per OSD determination). The successful candidate will be required to sign a performance agreement.)
- CENTRE REQUIREMENTS** : Master of the High Court: Western Cape
LLB Degree or four year recognized legal qualification; Knowledge of Administration of Estates Act, Compliance, Mental Health, Insolvency Act and other related Act, Registration of trusts Act, Curatorship's Act; knowledge of all local and international Legislation that regulates protection of children, 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, Treasury Regulations and the State Liability Act. Skills and Competencies: Legal research and drafting; Case flow management; Trust; Estate duties; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
- DUTIES** : Key Performance Areas: Administer Deceased Estates, Insolvent Estates, Curatorship; Trust and all aspects related to the administration thereof; Determine and assess Estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
- 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>
- POST 13/103** : **ADMINISTRATION CLERK (X4 POSTS)**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Port Elizabeth Ref No: 69/26EC (X3 Posts)
Magistrate Office: Joubertina Ref No: 70/26EC (X1 Post)
- REQUIREMENTS** : Grade 12 or equivalent qualification. Skills and Competencies: Good communication (written and verbal skills); Computer literacy (MS Office); Administrative and organization skill; Ability to work under pressure; Customer service; Document management and filing; Numerical skills.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Ms. C Williams Tel No: (043) 702 7000 / 7131
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
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 13/104** : **ACCOUNTING CLERK (X2 POSTS)**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney Office: Mthatha Ref No: 71/26EC (X1 Post)
Magistrate Office: Motherwell Ref No: 72/26EC (X1 Post)
- REQUIREMENTS** : 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 (PPFA); 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 APPLICATIONS</u>	:	Ms. C Williams Tel No: (043) 702 7000 / 7131
	:	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 13/105</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: Motherwell Ref No: 63/26EC (X1 Post) Family Advocate: Port Elizabeth Ref No: 64/26EC (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10/Abet level 4; A valid driver's license. Skills and Competencies: Interpersonal skills; 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 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 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 13/106</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: Zwelitsha Ref No: 66/26EC (X1 Post) Magistrate Office: Humansdorp Ref No: 67/26EC (X1 Post)
<u>REQUIREMENTS</u>	:	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 APPLICATIONS</u>	:	Ms. C Williams Tel No: (043) 702 7000 / 7131
	:	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 13/107</u>	:	<u>HELPDESK 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>	:	Master of The High Court: Bisho Ref No 65/26EC (X1 Post) Master of the Western Cape High Court: Cape Town Ref No: 32/2026/M/WC (X1 Post)

- REQUIREMENTS** : Grade 12 or equivalent qualification; Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Interpersonal skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Handle all incoming and outgoing calls and convey messages; Forward calls to the appropriate division/section/officials; Assist callers with general enquires; Test the switchboard consoles; Ensure proper maintenance of the switch board equipment; Prepare the telephone printouts for calls and keep records and statistics thereof.xc
- ENQUIRIES** : Eastern Cape: Ms C Williams Tel No: (043) 702 7000 / 7131
Western Cape: Ms P Paraffin Tel No: (021) 462 5471
- APPLICATIONS** : **Eastern Cape:** 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.
Western Cape: 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: Western Cape Ms P Paraffin
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 13/108** : **SECURITY OFFICER REF NO 68/26EC**
- SALARY** : R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Zwelitsha
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 APPLICATIONS** : Ms. C Williams Tel No: (043) 702 7000 / 7131
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.