

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	24 August 2026
<u>NOTE</u>	:	Applicants are invited to submit applications, quoting the relevant reference number to the link and or address indicated in each specific advertisement. Applications should be accompanied by a fully completed and signed Application for Employment Form (New Z83, effective from 1 January 2021, obtainable at www.dpsa.gov.za), citing the correct post number and job title; a comprehensive CV (citing the start and end date (dd/mm/yy), job title, detailed duties performed and exit reason for each employment period to be considered, as well as the details of three contactable employment references and copies of educational qualifications. Applicants who possess foreign qualification(s), are furthermore required to submit the evaluated results of such qualifications as received from the South African Qualifications Authority (SAQA). 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. These assessments are aimed at assessing candidate's professional and technical competency against the job requirements and duties, general job fit, integrity and digital literacy). Following the technical exercise and interview, a maximum of three (3) candidates will undergo psychometric assessment to assess cognitive capabilities, behavioural, emotional intelligence and integrity. All suitable candidates will be subjected to mandatory pre-employment screening/ suitability checks/ verification (credit, criminal, citizenship, qualifications, employment pending disciplinary action and professional registration. Suitable candidates for Senior Management Service positions will also be required to successfully complete the online Nyukela Pre-entry Certificate to Senior Management Services course, which can be accessed via: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Candidates wishing to be considered for appointment, are encouraged to enroll for the course as soon as possible. Due to high volumes anticipated, communication will be limited to shortlisted candidates. The Department reserves the right not to make an appointment. The Department of Justice and Constitutional Development (DOJ&CD) seeks to appoint exceptional, ethical and visionary leaders to join its executive leadership team in advancing constitutional democracy. Applications received after the closing date will not be considered. The Department is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability).

MANAGEMENT ECHELON

<u>POST 28/31</u>	:	<u>DIRECTOR: LEGISLATIVE IMPLEMENTATION REF NO: 1/08/2026</u>
<u>SALARY</u>	:	R1 317 384 – R1 551 807 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 legal qualification as recognised by SAQA. A minimum of five (5) years' experience at a middle/senior managerial level in a legislation development environment. Admittance as an Advocate or Attorney. Extensive experience in legislative drafting and development. In-depth knowledge and understanding of the Constitution and the Criminal Justice System. Knowledge of Socio-Economic Impact Assessments. Knowledge of Public Service Legislative and Governance Framework. Sound knowledge of government priorities. Knowledge Public Service Act, Public Service Regulations, Public Finance Management Treasury Regulations. Skills and Competencies: Interpretation of statutes. Strategic capability and leadership; Programme and project management; Financial management; Change management. Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity; Computer literacy.
<u>DUTIES</u>	:	Facilitate the implementation of primary legislation and secondary legislation. Provide oversight in conducting and the submission of socio-economic impact assessments for legislation. Co-ordinate the review of legislation to achieve

		better social, environment and economic outcomes. Develop and implement legislative programme and plans and monitor implementation. Provide strategic management of human, financial and physical resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Kganyago Tel No: (012) 315 1884
	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR 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.
<u>POST 28/32</u>	:	<u>DIRECTOR: RISK AND INTEGRITY MANAGEMENT REF NO: 2/08/2026</u>
<u>SALARY</u>	:	R1 317 384 – R1 551 807 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An NQF level 7 qualification in Risk Management or related field as recognised by SAQA. A minimum of five (5) years' experience at a middle/senior managerial within a risk management environment. Affiliation to a recognised professional body, e.g. IRMSA. In-depth knowledge of Enterprise-wide Risk Management. Knowledge of Public Sector Risk Management Framework. Knowledge of Governance, Compliance and Internal Control Framework. Knowledge of Protected Disclosure framework. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the Public Service Act, the Public Service Regulations and the Public Service Code of Conduct. Skills and Competencies: Policy Development and monitoring. Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity; Computer literacy.
<u>DUTIES</u>	:	Provide risk and compliance management services; Manage the development and implementation of enterprise-wide risk management guidelines and policies; Monitor organizational performance on identified risk and report thereof; Manage, identifying and minimize departmental risks; Manage the administration of financial disclosure and maintenance of gift register.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A Van Ross Tel No: (012) 315 1094
	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR 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.

OTHER POSTS

<u>POST 28/33</u>	:	<u>SENIOR STATE LAW ADVISOR: RULES BOARD (LP 9) REF NO: 3/08/2026</u>
<u>SALARY</u>	:	R1 242 915 - R1 934 208 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 7 legal qualification/ LLB Degree as recognised by SAQA. A minimum of eight (8) years appropriate post qualification litigation/ advisory experience. Admittance as an Attorney or Advocate. Extensive knowledge and understanding of the Constitution Law, Administrative Law and the Criminal Justice System. Knowledge of Public Service Legislative and Governance Framework. Knowledge of Court rules and Court procedures. A valid driver's license. Knowledge, Public Service Act, Public Service Regulations, Public Finance Management, Treasury. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.
<u>DUTIES</u>	:	Facilitate legal research including comparative legal research on court rules. Draft rules of court, memorandum and opinions, and facilitate consultation of stakeholders. Draft rules of courts, court procedures and submit to rules board and specialist committees. Conduct regular review of existing rules of courts, facilitate amendments and repeal outdated rules. Facilitate approval of approved amendments and new rules. Facilitate mentoring and coaching of

		juniors on legal research and provide information and or case law relevant to court rules. ENQUIRIES : Mr. M Mokoena Tel No: (012) 774 2026 APPLICATIONS : Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR 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.
POST 28/34	:	<u>SENIOR STATE LAW ADVISOR: OFFICE OF THE STATE LAW ADVISER (LP 9) (X7 POSTS)</u>
<u>SALARY</u>	:	R1 242 915 - R1 934 208 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.
<u>CENTRE</u>	:	Pretoria Ref No: 7/08/2026 (X5 Posts) Cape Town Ref No: 8/08/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	An NQF level 7 legal qualification/ LLB as recognised by SAQA. A minimum of eight (8) years appropriate post qualification litigation/ advisory experience. Admittance as an Attorney or Advocate. Extensive knowledge and understanding of the Constitution Law, Administrative Law and the Criminal Justice System. Knowledge of Public Service Legislative and Governance Framework. Knowledge and experience in drafting bills and legislation development. Knowledge, Public Service Act, Public Service Regulations, Public Finance Management, Treasury. A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.
<u>DUTIES</u>	:	Facilitate legal research, including comparative legal research on legislative development. Manage the certification and drafting of bills. Scrutinise and provide legal advice on primary, secondary and other subordinate legislation. Facilitate capacity building and mentorship for client Departments. Facilitate legislation translation services. Facilitate and manage legislative processes. Facilitate mentoring and coaching of juniors on legal research and provide information and or case law relevant to legislation and bill drafting.
<u>ENQUIRIES</u>	:	Mr C Zana Tel No: (012) 357 8185
<u>APPLICATIONS</u>	:	Ms M Kganyago Tel No: (012) 315 1884 Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR 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.
<u>NOTE</u>	:	A separate application must be submitted for each position quoting the relevant reference number.
POST 28/35	:	<u>STATE LAW ADVISOR: RULES BOARD (LP7-LP8) REF NO: 4/08/2026</u>
<u>SALARY</u>	:	R970 221 – R1 600 893 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 legal qualification/ LLB Degree as recognised by SAQA. A minimum of five (5) years appropriate post qualification litigation/ advisory experience. Admittance as an Attorney or Advocate. Experience in legal research and legal drafting. Sound knowledge and understanding of the Constitution Law, Administrative Law and the Criminal Justice System. Knowledge of Public Service Legislative and Governance Framework. A valid driver's license. Knowledge, Public Service Act, Public Service Regulations, Public Finance Management, Treasury. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.
<u>DUTIES</u>	:	Conduct legal research including comparative legal research on court rules. Draft rules of court memorandum and opinions. Draft rules of courts, court procedures and submit to rules board and specialist committees. Conduct

		regular review of existing rules of courts, facilitate amendments and repeal outdated rules. Process approved amendments and new rules for approval.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M Mokoena Tel No: (012) 774 2026
	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR 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.
<u>POST 28/36</u>	:	<u>STATE LAW ADVISOR: LEGISLATIVE DEVELOPMENT (LP7-LP8) REF NO: 5/08/2026 (X3 POSTS)</u>
<u>SALARY</u>	:	R970 221 – R1 600 893 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 7 legal qualification/ LLB Degree as recognised by SAQA. A minimum of five (5) years appropriate post qualification litigation/ advisory experience. Admittance as an Attorney or Advocate. Experience in legal research and legislative development. Sound knowledge and understanding of the Constitution Law, Administrative Law and the Criminal Justice System. Knowledge of Public Service Legislative and Governance Framework. A valid driver's license. Knowledge Public Service Act, Public Service Regulations, Public Finance Management Treasury. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.
<u>DUTIES</u>	:	Conduct legal research and policy analysis to guide the development of legislation. Conduct analysis and review to identify legislation requiring amendment and obsolete legislation. Conduct development of primary and secondary legislation. Draft memoranda, reports and government notices. Draft and prepare documents to facilitate presentation of Bills to Clusters and Parliament.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M Mokoena Tel No: (012) 774 2026
	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR 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.
<u>POST 28/37</u>	:	<u>STATE LAW ADVISOR: CHIEF STATE LAW ADVISER (LP7-LP8) REF NO: 9/08/2026 (X6 POSTS)</u>
<u>SALARY</u>	:	R970 221 – R1 600 893 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 7 legal qualification/ LLB Degree as recognised by SAQA. A minimum of five (5) years appropriate post qualification litigation/ advisory experience. Admittance as an Attorney or Advocate. Experience in legal research and legal drafting. Sound knowledge and understanding of the Constitution Law, Administrative Law and the Criminal Justice System. Knowledge of Public Service Legislative and Governance Framework. A valid driver's license. Knowledge, Public Service Act, Public Service Regulations, Public Finance Management, Treasury. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.
<u>DUTIES</u>	:	Conduct legal research including comparative legal research on legislative development. Provide the preliminary opinions, certification of bills and advice on legislative drafting. Scrutinise primary, secondary and subordinate legislation for the national Departments and other organs of state. Scrutinise and provide legal opinion on international agreements and related matters. Render legal opinions as per the instructions received from national Departments and other organs of state.
<u>ENQUIRIES</u>	:	Ms R Sema Tel No: (012) 315 1333

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR 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.
<u>POST 28/38</u>	:	<u>LEGAL ADMINISTRATION OFFICER: LEGAL PROCESS (MR1-MR5) REF NO: 6/08/2026</u>
<u>SALARY</u>	:	R262 968 – R 1 155 777 per annum. The salary and all-inclusive package will be structured in accordance with OSD requirements.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 legal qualification/ LLB Degree as recognised by SAQA. Minimum experience ranging from zero to eight (8) years post qualification experience in accordance with the relevant MR grade. Admittance as an Attorney or Advocate will be an added advantage. Sound knowledge and understanding of the Constitution, Administrative Law and the Criminal Justice System. Knowledge of Public Service Legislative and Governance Framework. Knowledge of the Public Finance Management Act and Treasury regulations. A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Case Flow Management. Computer literacy; Excellent Interpersonal Skills. Ability to work as a team, individually and under pressure.
<u>DUTIES</u>	:	Process the receipts of presidential pardons. Process expungement and section 327 applications. Provide reports and feedback on presidential pardons, expungement and section 327 applications. Conduct legal research and case law relevant to the presidential pardon, expungement and section 327 applications. Draft legal documents and process for approval on presidential pardons, expungement and section 327 applications.
<u>ENQUIRIES</u>	:	Mr. M Mokoena Tel No: (012) 774 2026
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR 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.