

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	07 September 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). All shortlisted candidates for SMS positions will be subjected to a technical exercise and interview. 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 30/57</u>	:	<u>CHIEF DIRECTOR: INTEGRATED CRIMINAL JUSTICE SYSTEM REF NO: 10/08/2026</u>
<u>SALARY</u>	:	R1 554 696 – R1 858 821 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 legal qualification / LLB Degree as recognised by SAQA. A minimum of 5 years' experience at a senior managerial level in a criminal justice system. Knowledge and understanding of the legislative framework governing the Public Service: Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act; Knowledge of policy design, implementation, monitoring and evaluation and interpretation of statutes; 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 Integrated Criminal Justice Services strategy; Facilitate Legislative reform; Use the 7-point plan to coordinate and manage Domestic Stability; Facilitate communication and Public Awareness sessions; Coordinate

		implementation of a victim centric Justice System; Coordinate Integrated Criminal Justice System activities; Facilitate modernization of the criminal justice system; Monitor and evaluate various ICJS initiatives; Conduct research on criminal justice system matters. Provide strategic management of human. financial and physical resources.
<u>ENQUIRIES</u>	:	Ms D Magampa at 060 9721 178
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to https://forms.office.com/r/X2XaVPasWu : 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 30/58</u>	:	<u>DIRECTOR: TRIBUNAL AND QUASI JUDICIARY REF NO: 11/08/2026</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 / LLB Degree as recognised by SAQA.; A minimum of 5 years of experience at middle / senior managerial level. Knowledge and understanding of the legislative framework governing the Public Service: Public Service Act, Public Service Regulations, Treasury Regulations, the Public Finance Management Act. Knowledge of Criminal, Civil, family cases, Constitutional law cases, courts operations and Interpretation of statutes; 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>	:	Manage the provision of processes and systems for the establishment and management of quasi judiciary. Manage the provision of processes and systems for the establishment of special courts and tribunals. Provide strategic management of human. financial and physical resources.
<u>ENQUIRIES</u>	:	Ms. Q Masemola Tel No: (012) 315 1152
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to https://forms.office.com/r/X2XaVPasWu : 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 30/59</u>	:	<u>DIRECTOR: REGIONAL COURT OPERATIONS SUPPORT REF NO: 12/08/2026</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 / LLB Degree as recognised by SAQA; 5 years of experience at middle/senior managerial. Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act; Interpretation of statutes; Knowledge of Criminal, Civil and family cases; Knowledge of Constitutional law cases; Knowledge of courts operations. 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 policy framework and programmes in support of lower courts; Develop and monitor Regional Court processes and standard operating systems and procedures; Develop and monitor Regional Court and Small Claims Courts efficiency programmes and projects; Develop and monitor transcription support services for the Regional Courts; Provide strategic management of human. financial and physical resources.
<u>ENQUIRIES</u>	:	Ms. Q Masemola Tel No: (012) 315 1152
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to https://forms.office.com/r/X2XaVPasWu : 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 30/60</u>	:	<u>STATE LAW ADVISER: CONSTITUTIONAL AND LEGISLATIVE IMPLEMENTATION (LP7-LP8) REF NO: 13/08/2026</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 REQUIREMENTS</u>	:	National Office: Pretoria An NQF level 7 legal qualification / LLB Degree as recognised by SAQA; Admission as an Attorney or Advocate; At least 5 years appropriate post qualification litigation/ advisory experience. Experience in Legal research or other appropriate experience. Knowledge of Public Finance Act; Knowledge of relevant prescripts, Act and regulations within the Justice and constitutional Development Area; Knowledge of Human Rights developments, frameworks and policies; Knowledge of the Constitution of South Africa; Skills and Competencies: Applied strategic thinking applying technology, budget 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, networking and building bonds, planning and organizing, project Management.
<u>DUTIES</u>	:	Conduct research and provide information relating to the implementation of Constitutional Programmes and legislative reform. Monitor and evaluate the impact of key constitutional legislations: promotion of access to information act 2 of 2000, the promotion of equality and prevention of unfair discrimination Act 4 of 2000 and the promotion of Administrative Justice Act 3 of 2000. Collect data and information, analyze and translate information into knowledge for planning and decision making to support the management of secretarial, legal and administrative duties for the Equality Review Committee (ERC). Generic management function.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Zana Tel No: (012) 357 8185 Quoting the relevant reference number, direct your application to https://forms.office.com/r/X2XaVPasWu ; 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 30/61</u>	:	<u>DEPUTY MASTER: MASTER OF HIGH COURT (MR 6) (X3 POSTS)</u>
<u>SALARY</u>	:	R610 434 – R1 442 451 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.
<u>CENTRE</u>	:	Pretoria Ref No: 14/08/2026 (X1 Post) Polokwane Ref No: 15/08/2026 (X1 Post) Thohoyandou Ref No: 16/08/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF level 7 legal qualification / LLB Degree as recognised by SAQA; 8 years appropriate post qualification legal experience; A Valid driver's licence. Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and master's environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorship's and Trusts. Skills and Competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; Communication skills (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Supervise and manage the administration of guardian funds, administration of deceased estate, insolvent estates, trust and curatorship as well as service points operations. Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the strategic objectives of both the master's Branch as well as the Department; Provide effective and efficient delivery of services, financial and human resource management within the Office of the

		Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
<u>ENQUIRIES</u>	:	Limpopo: Ms MF Mathosa Tel No (015) 287 2035
	:	Gauteng: Ms. P Raadt Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Gauteng: Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWupsy OR 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.
	:	Limpopo: Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR 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.
<u>POST 30/62</u>	:	<u>LEGAL ADMINISTRATION OFFICER: CONSTITUTIONAL DEVELOPMENT (MR1-MR5) REF NO: 17/08/2026 (X4 POSTS)</u>
<u>SALARY</u>	:	R262 968 – R1 155 777 per annum. The salary and all-inclusive 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. At least 2 years' appropriate post qualification legal experience. Knowledge of South African Legal System, Legal practices and related spheres within specific reference to civil litigation and the Law of Contract. Knowledge of the Constitution, 1996, The Institution of Legal proceedings against certain organs of State Act, 2002, The Prescription Act, 1969, The State Attorney Act, 1957, The Public Finance Management Act, The Treasury Regulations, and the State Liability Act, 1957. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
<u>DUTIES</u>	:	Conduct research that will provide information and case law relevant to the legal matter at hand. Draft legal opinions on departmental matters. Facilitate the implementation of legislation. Monitor and evaluate the implementation of legislation.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Joseph Tel No: (012) 357 8646
	:	Quoting the relevant reference number, direct your application to https://forms.office.com/r/X2XaVPasWu 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 30/63</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR1-MR5): DISTRICT COURT MANAGEMENT AND SYSTEMS REF NO: 18/08/2026</u>
<u>SALARY</u>	:	R262 968 – R1 155 777 per annum, (Salary will be in accordance with OSD determination).
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An LLB Degree; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution of South Africa, the Institution of Legal Proceedings Against Certain Organ of State Act, the Prescription Act, the State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, and State Liability Act. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
<u>DUTIES</u>	:	Implementation of national policy framework and regulations on District Court Management System; Conduct research on District Court Management System, collate and analyse information and report on findings; Implement initiatives and programmes on District Court Management System; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D Modibane Tel No: (012) 315 1668
	:	Quoting the relevant reference number, direct your application to https://forms.office.com/r/X2XaVPasWu Postal address: The Human Resources: Department of Justice and Constitutional Development, Private

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