

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> obtainable using Microsoft edge or the latest Chrome version or alternatively the address specified in each post
- CLOSING DATE** : 03 March 2025
- 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 does 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 for SMS posts will be subjected to a technical and competency 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 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 06/26** : **SENIOR STATE LAW ADVISOR: LP9; REF NO: 24/101/LD**
- SALARY** : R1 132 806 – R1 762 857 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An appropriate LLB Degree or recognized 4 year legal qualification; At least 8 years appropriate post qualification litigation/ advisory experience; Admission as an Attorney or Advocate; Knowledge of the Civil Justice System and Rules of Court; A valid driver's license. Skills and Competencies: Legal research and legislative drafting; Analytical thinking; Research skills; Communication skills (written and verbal); Report writing skills; Problem solving and decision-making skills; Interpersonal relations; Supervisory skills; Ability to work under pressure and independently.
- DUTIES** : Key Performance Areas: Conduct legal research that will provide information and case flow relevant to the legal matter at hand and present motivation/ proposal on how the specific case should be approached to obtain outcomes; Conduct the review of existing of rules of court on a regular basis to amend, repeal or make new rules; Draft new Rules of Court; Coach/ mentor the State Law Advisor; Oversee the team of State Law Advisors responsible for conducting legal research and drafting court rules; Perform a secretarial function to the Rules Board and its Committees
- ENQUIRIES** : Ms. R. Sema Tel No: (012) 315 1333
- APPLICATIONS** : 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.
- POST 06/27** : **SENIOR COURT INTERPRETER: (3 POSTS)**
(This is a re-advertisement; applicants who previously applied are encouraged to re-apply)
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Vrede and Bethlehem Ref No: 25/03/FS (2 Posts)
Magistrate, Office: Tsomo; Ref No: 3/25EC
- REQUIREMENTS** : NQF Level 4/ Grade 12- and ten-years practical experience in court interpreting or National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and Minimum of three years practical experience in court interpreting, A valid driver's license. Language Proficiency: Vrede and Bethlehem: English, IsiZulu and Afrikaans or Sesotho. Tsomo: Proficiency in English and in two or more indigenous languages (preference will be given to languages used in area and sign language) (Applicants will be subjected to a language

- test – speak, read and written); Skills and Competences: Good communication (verbal and written), Listening skills, Inter-personal relations, Problem solving, Planning and organising and analytical skills, Time management, Confidentiality and ability to work under pressure.
- DUTIES** : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate /Prosecutors; Coordinate sourcing of foreign language interpreters in consultation with the Prosecutors; Provide line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
- ENQUIRIES** : Free State: Ms NM Dywili Tel No: (051) 407 1800/073 775 0709
Eastern Cape: Mr S Nofemela Tel No: (043) 702 7000 / 7003
- APPLICATIONS** : Free State: Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300 No 108 St Andrew Street, Bloemfontein.
Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X9065, East London, 5200
- POST 06/28** : **PROVISIONING ADMINISTRATION OFFICER: ASSETS REF NO: 25/14/FMS**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An NQF level 6 qualification in Financial Management/ Auditing/ Cost Management as recognized by SAQA; A minimum of 1 year experience in Asset Management environment (Asset Disposal, verification and accounting); Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instruction and Public Finance Management Act; Knowledge of Supply Chain Management prescript, Assets Management framework and policies; Knowledge of BAS. Skills and Competencies: Computer literacy; Interpersonal relations; Decision making; Diversity citizenship; Communication skills (verbal and written); Problem analysis; Self-management; Team membership; Technical proficiency.
- DUTIES** : Key Performance Areas: Administer asset disposal; Update the asset register; Reconcile asset disposal; Render general administration services; Administer asset verification and reconciliation of BAS and Asset Register; Provide effective people management.
- ENQUIRIES** : Ms. A Van Roos Tel No: (012) 315 1094
- APPLICATIONS** : 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.
- POST 06/29** : **MAINTENANCE OFFICER: (MR3 – MR5) (2 POSTS)**
(This is a re-advertisement)
- SALARY** : R307 659 – R625 059 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Wolmaransstad Magistrate Court, Ref No: 25/VA04/NW
Stielfontein Magistrate Court, Ref No: 25/VA03/NW
- REQUIREMENTS** : LLB Degree or a four 4 year legal qualification; At least 2 years' post qualification legal experience; Extensive knowledge of the maintenance system and family law matters; Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; Proficiency in the following languages; Setswana, Afrikaans and English; A valid driver's licence. Skills And Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment
- DUTIES** : Key Performance Areas: Manage 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; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders. Provide effective people management to the Family Law Section and Maintenance Investigator.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Provincial Office, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.