

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 14 May 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](http://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. 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 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.

## MANAGEMENT ECHELON

- POST 14/80** : **DIRECTOR: TRIBUNAL AND QUASI JUDICIARY: REF NO: 25/41/CA**  
This is Re-Advertisement: Applicants Who Previously Applied Are Encouraged To Re-Apply)
- SALARY** : R1 216 824 – R1 433 355 per annum. (All inclusive remuneration package).  
The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An LLB/ Social Sciences/ Research/ Public Management at (NQF level 7) as recognized by SAQA A minimum of 5 years of experience at middle/ senior managerial; Nyukela Certificate (Certificate for entry into Senior Management Service from School of Government); Knowledge and understanding of Tribunals, Commissions of Enquiry, Committees establishments, court demarcations and local government arrangement and South African Court System; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act; Knowledge of Administration, Statistical and Legal Processes. Skills and Competencies: 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; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the provision of legal processes for the establishment and management of quasi judiciary; Manage the provision of legal processes for the establishment of specialized courts; Manage the provision of legal processes for the court demarcation; Manage human, financial and other resources.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. B Musekwa Tel No: (012) 315 1038
	:	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.
<b><u>POST 14/81</u></b>	:	<b><u>DIRECTOR: LEGAL ADMINISTRATION AND ADVOCACY; REF NO: 24/47/FS</u></b>
	:	(This Is a Re-Advertisement; Applicants Who Previously Applied Are Encouraged to Re-Apply)
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum. (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office Legal Services: Free State
	:	An LLB or an appropriate Legal or Law Degree (NQF level 7) as recognized by SAQA; A post graduate qualification in Law or Legal will be an added advantage; 6 years' experience in the field of Law, court administration/management environment of which 5 years should be at middle/senior managerial level; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the National School of Government); Knowledge and understanding of Public Finance Management Act (PFMA), Public Service Regulations, Treasury Regulations etc; Knowledge and understanding of the Constitution, Constitutional law cases, criminal, civil and family cases. Skills and Competencies: 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; Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the provision of legal administration and statutory appointment; Manage family law services (Maintenance, Child Justice and Intermediary); Manage language and interpreting services in provinces; Facilitate the promotion and awareness of justice related services; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. N. Dywili Tel No: (051) 407 1847
	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, BLOEMFONTEIN, 9300 or hand deliver to Physical Address 108 Corner St Andrew Street, BLOEMFONTEIN, 9301.
<b><u>NOTE</u></b>	:	Preference will be given to women and people with disability.

#### **OTHER POSTS**

<b><u>POST 14/82</u></b>	:	<b><u>DEPUTY DIRECTOR: STUDY ASSISTANCE; REF NO: 25/38/CS</u></b>
<b><u>SALARY</u></b>	:	R896 436 – R1 055 958 (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria
	:	An NQF level 6 qualification as recognized by SAQA in Human Resource Management/Human Resource Development/Management of Training/Industrial Organizational Psychology; A minimum of 3 years' experience at managerial (Assistant Director) level in Human Resource Development environment; Knowledge of Performance Management Systems, Skills Development Act, Skills Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Conditions of Employment Act, Departmental Bursary Schemes; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions. 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.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate the implementation of skills development programmes; Coordinate the implementation of Internship and Learnership programmes; Coordinate the implementation of study assistance programmes;

		Coordinate and monitor the payments process for the programmes; Develop and maintain partnerships with relevant stakeholder; Monitor and evaluate the effectiveness of the programmes; Manage human, finance and other resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. A. Van Ross Telo No: (012) 315 1094
	:	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
<b><u>POST 14/83</u></b>	:	<b><u>ASSISTANT DIRECTOR: REPORTING; REF NO: 25/39/FMS</u></b>
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria
	:	An NQF level 7 in Financial Management/Financial Accounting as recognized by SAQA; A minimum of 3 years' relevant experience in Financial environment of which 2 years must be at supervisory level; Knowledge and understanding of the Supply Chain Management Framework and acquisition practices; Knowledge of Treasury Regulations, research, monitoring, evaluation and Policy development. Skills and Competencies: Computer literacy (MS Word, Excel, PowerPoint, Outlook); Budgeting and financial management; Planning and organizing skills; Research and analytical skills; Good interpersonal relations; Communication (written and verbal) skills; Research and analytical skills; Problem analysis; Report writing skills
<b><u>DUTIES</u></b>	:	Key Performance Areas: Report on financial statements and information management; Render financial audit services in the unit; Monitor the facilitation of audit action plan development services in the unit; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. A. van Ross Tel No: (012) 315 1094
	:	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.
<b><u>POST 14/84</u></b>	:	<b><u>ASSISTANT STATE ATTORNEY (GRADE 1 LP 3) REF NO: 10/2025/SA/WC</u></b>
<b><u>SALARY</u></b>	:	R377 523 – R406 131 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Office of The State Attorney, Cape Town
	:	An LLB or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal/litigation experience; Admittance as an Attorney; Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Interview techniques; Problem solving and analysis; Planning and organising skills; Client orientation and customer focus; Communication (written and verbal); Service Delivery Innovation; Honesty and integrity; Knowledge management; Decision making; Creative thinking; Technical proficiency.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Koopman Tel. (021) 462 5471
	:	Please forward your application to: Provincial Head: Private Bag X 9171, CAPE TOWN, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
<b><u>FOR ATTENTION</u></b>	:	Ms P Paraffin
<b><u>POST 14/85</u></b>	:	<b><u>TRAINING OFFICER: SKILLS DEVELOPMENT REF NO: 25/40/CS (03 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.

<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria
	:	An NQF level 6 qualification as recognized by SAQA in Human Resource Management/ Human Resource Development/ Management of Training/ Industrial Organisational Psychology as recognized by SAQA; A minimum of 2 years' experience in human resource development environment; Knowledge of Performance Management System, Skills Development Act, Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Condition of Employment Act, Departmental Bursary Schemes; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act and Government initiatives and decisions. Skills and Competencies: Creative thinking; Citizen service orientation; Decision making; Diversity citizenship; Organisational communication effectiveness; Problem analysis; Time management; Teamwork; Technical proficiency.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Implement skills development programmes; Implement learnership and internship programmes; Implement study assistance programmes; Facilitate the process of bursary payments; Manage human, finance and other resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. A. Van Ross Tel No: (012) 315 1094
	:	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.
<b><u>POST 14/86</u></b>	:	<b><u>SENIOR COURT INTERPRETER: REF NR: 84/24/NC/DAR</u></b> (This Is a Re- Advertisement, Applicants Who Previously Applied Are Encouraged To Re-Apply)
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE REQUIREMENTS</u></b>	:	De Aar Magistrate Office
	:	A 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; Proficiency in English and one or more indigenous languages (Afrikaans & IsiXhosa); Driver's license will be an added advantage; (Applicants will be subjected to a technical test). Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	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; Make arrangements for foreign language interpreters in consultation with the prosecutors; Facilitate the sourcing of foreign language interpreters in consultation with the Prosecutor; Perform Specific line and administrative Support Functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M. Mokgola Tel No: (053) 802 1300
	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. or hand delivers at the New Public Building, (Magistrates Court), Corner Knight and Stead Streets, 7th floor, Kimberley, 8301