

## 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*

- 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** : 30 June 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 posts will be subjected to a technical and/or 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.
- ERRATUM:** Kindly note that the position of Director: Finance (X2 Posts), with Ref No: 25/07/FS and Ref No: 03/25/LMP, Post 19/96, advertised in the Public Service Vacancy Circular 19 of 2025 dated 06 June 2025, with a closing date of 23 June 2025, was published without including the required Skills and Competencies. The omitted Skills and Competencies are as follows: 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; Computer literacy; Honesty and integrity. We apologize for the inconvenience caused.

## OTHER POST

- POST 20/50** : **PRINCIPAL COURT INTERPRETER REF NO:11/2025/WC**  
This is a re advert, applicants who previously applied are encouraged to re-apply.
- SALARY** : R397 116 – R467 790 per annum. The successful candidate will be required to sign performance agreement.
- CENTRE** : Magistrate Office: Vredendal
- REQUIREMENTS** : NQF level 4/ Grade 12; National Diploma: Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Proficiency English; Proficiency in two (2) or more indigenous languages; Five (5) years of practical experience as a Court Interpreter with minimum two (2) years supervisory

experience; A valid driver's license; Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytic thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting.

**DUTIES**

: Key Performance Areas: Interpret in Court of Law (Civil, Criminal matters and Small Claim Court; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Procure foreign language interpreters and casuals in line with PFMA; Provide effective people management.

**ENQUIRIES**

**APPLICATIONS**

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

: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.

**FOR ATTENTION**

**NOTE**

: Ms P Paraffin

: Applicants will be subjected to a practical test.