

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

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>CLOSING DATE</u>	:	04 August 2025
<u>NOTE</u>	:	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 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.

OTHER POSTS

<u>POST 25/29</u>	:	<u>SENIOR FAMILY ADVOCATE (LP9) REF NO: 25/VA12/NW</u>
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Family Advocate NW- Mahikeng
<u>REQUIREMENTS</u>	:	An LLB Degree or recognised 4 year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admission as an Advocate; A valid driver's licence; Knowledge of applicable Standard Operation Procedures (SOP's); Proven track record of previous managerial experience in a legal environment; Skills and competencies: Good communication skills, both verbal and writing; Litigation technique (both High Court and Lower Court); Research and investigation; Presentation; Monitoring and evaluation; Attention to details; Diversity Management; Dispute and Conflict resolution skills; Operational management skills; People management; Financial management.
<u>DUTIES</u>	:	Key Performance Areas: Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Monitor improvement in the organizational performance of the office and its saterlite service point; Manage performance information; Manage and ensure effective and efficient service delivery at the various points within the jurisdiction Head of Office; Conduct complex enquiries; Provide effective people Management in the office; Implement risk management plan and ensure audit compliance.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106 Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng, or https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/30</u>	:	<u>FAMILY ADVOCATE (LP7-LP8) REF NO: 25/VA13/NW</u>
<u>SALARY</u>	:	R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the Family Advocate NW- Mahikeng An LLB Degree or recognized 4-year legal qualification; At least 5 years appropriate post qualification litigation experience; Admittance as an Advocate; Fluency in Afrikaans will be added as an advantage; A valid driver's license. Skills and competencies: Good communication skills (verbal and writing); Research and investigation; Monitoring and evaluation; Report writing skills; Diversity management; Dispute and Conflict Resolution skills.
<u>DUTIES</u>	:	Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereon; Institute and conduct enquiries to ascertain the best interests of the minor child through alternative dispute resolution (ADR) procedures and evaluation; Attend to relevant circuit courts within the province.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106 Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng, or https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/31</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 25/VA11/NW</u>
<u>SALARY</u>	:	R630 630 – R1 450 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the State Attorney NW: Mahikeng An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years' appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, Office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; A valid driver's license. Skills and competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Accuracy and attention to details; Good communication (written and verbal); Interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, Commission for Conciliation, Mediation and Arbitration, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106 Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR https://forms.office.com/r/X2XaVPasWu .
<u>NOTE</u>	:	Shortlisted candidates will be required to submit a current certificate of good standing from the relevant law Society, along with a service record.
<u>POST 25/32</u>	:	<u>DEPUTY MASTER (MR-6) REF NO: 25/40/FS</u>
<u>SALARY</u>	:	R586 956– R1 386 972 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of The High Court: Bloemfontein

<u>REQUIREMENTS</u>	:	LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; 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 Masters 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; Good communication skills (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: 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 Masters 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 APPLICATIONS</u>	:	Ms N Dywili at (073) 775 0709
	:	Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/33</u>	:	<u>COURT MANAGER (X3 POSTS)</u>
<u>SALARY</u>	:	R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Kimberley Magistrate Office Ref No: 09/25/NC/KIM Kuruman Magistrate Office Ref No: 10/25/NC/KUR Mothibistad Magistrate Office Ref No: 11/25/NC/MOT
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of 3 years experience in court management environment of which 2 years should be as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Problem solving; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S. Segopa 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 Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.

<u>POST 25/34</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Bloemfontein Ref No: 25/10/FS Provincial Office: Mahikeng Ref No: 25/VA19/NW
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in Human Resource Management / Industrial and Organisational Psychology / Labour Relations / Law as recognized by SAQA. A minimum of 3 years' experience in human resource management with a specific emphasis on a labour relations work environment at a supervisory level; Knowledge of Labour Relations legislative frameworks, methodologies and strategies in the Public Service; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions, etc. Skills and competencies: Applied strategic thinking; Planning and organizing; Problem solving and decision making; Project management; Managing Interpersonal relationship; Communication and information Management; Developing others; Diversity Management; Conflict management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the implementation of collective bargaining proceedings; Facilitate the implementation of dispute resolution processes and procedures; Facilitate disciplinary and grievance processes and procedures; Coordinate and facilitate capacity building and advocacy relating to Labour Relations matters; Coordinate and facilitate stakeholder relations; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Free State: Ms N Dywili Tel No: (051) 407 1800 North West: Ms. PM Seletedi at Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	:	Free State: Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR https://forms.office.com/r/X2XaVPasWu . North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR https://forms.office.com/r/X2XaVPasWu .
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 25/35</u>	:	<u>ADMINISTRATIVE OFFICER (X10 POSTS)</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office: Smithfield Ref No: 25/11/FS (X1 Post) Magistrate's Office: Jacobsdal Ref No: 25/12/FS (X1 Post) Magistrate's Office: Theunissen Ref No: 25/13/FS (X1 Post) Magistrate Office: Kimberley Ref No: 15/25/NC/KIM (X1 Post) Magistrate office Britstown Ref No: 16/25/NC/BRI (X1 Post) Magistrate Office: Griekwastad Ref No: 17/25/NC/GRI (X1 Post) Magistrate Office: Noupoot Ref No: 18/25/NC/NOU (X1 Post) Magistrate Office Garies, Ref No: 19/25/NC/GAR (X1 Post) Magistrate Office Springbok, Ref No: 20/25/NC/SPR (X1 Post) Schwizer Reneke Magistrate court (Incumbent to be place in Kgomotso Magistrate Court Ref No: 25/VA18/NW (X1 Post)
<u>REQUIREMENTS</u>	:	Three-year National Diploma/ Bachelor Degree in Public Administration / Public Management or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and competencies: People Management; Computer Literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office;

		Co-ordinate, Manage and administer support services to Case Flow Management and other court users.
<u>ENQUIRIES</u>	:	Free State: Ms NM Dywili at 073 775 0709
		Northern Cape: Ms S. Segopa Tel No: (053) 8021300
		North West: Ms. PM Seletedi at Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	:	Free State: Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR https://forms.office.com/r/X2XaVPasWu .
		North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR https://forms.office.com/r/X2XaVPasWu .
		Northern Cape: 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 Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 25/36</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 22/25/NC/UPT</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Upington
	:	NQF level 4/ Grade 12; National Diploma: Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; 5 years of practical experience as a Court Interpreter with minimum two (2) years supervisory experience; Proficiency English; Proficiency in two (2) or more indigenous languages (Afrikaans, SeTswana and IsiXhosa); A valid driver's licence. Skills and competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Provide effective people management; Procure Foreign Language Interpreters and Casual Interpreters.
<u>ENQUIRIES</u>	:	Northern Cape: Mr. O. Oliphant Tel No: (054) 3375301
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified.
<u>POST 25/37</u>	:	<u>COURT INTERMEDIARY REF NO: 25/VA17/NW (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Taung and Potchefstroom Magistrate
<u>REQUIREMENTS</u>	:	A three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; Teaching, Social Work/ Family Counselling, Child Care and youth development, Paediatrics, Psychiatry, Clinical counselling, Educational Psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework

		(Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). A valid driver's license. Proficiency in the following languages: Setswana, Afrikaans, English, isiZulu, isiXhosa, Sepedi, Sesotho, Tsonga and Venda; Knowledge of any foreign languages will be an added advantage. Skills and competencies: Communication and empathetic listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); problem-solving and decision-making skills.
<u>DUTIES</u>	:	Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/38</u>	:	<u>ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 25/VA10/NW (X2 POSTS)</u>
<u>SALARY</u>	:	R377 523 – R1 032 906 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the State Attorney NW: Mahikeng
	:	LLB degree or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification Admission/litigation experience; A valid driver's license. Skills and competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).
<u>DUTIES</u>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate Courts, Labour Courts, Land Claims Courts 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng, or https://forms.office.com/r/X2XaVPasWu .
<u>NOTE</u>	:	Shortlisted candidates will be required to submit a current certificate of good standing from the relevant law Society, along with a service record.
<u>POST 25/39</u>	:	<u>SENIOR COURT INTERPRETER; REF NO: 25/15/FS</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Bloemfontein
	:	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; Language Proficiency: English, IsiXhosa, Afrikaans and Sesotho. A valid driver's license will be an added advantage. Skills and competences: Good communication skills, Listening, Interpersonal relation Problem solving; Planning and organising; Analytical thinking skills; Time management, Confidentiality, Ability to work under pressure.
<u>DUTIES</u>	:	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; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NM Dywili Tel No: (051) 407 1800/073 775 0709
	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to: No 108 St Andrew Street, Bloemfontein, or https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/40</u>	:	<u>MAINTENANCE INVESTIGATOR REF NO: 25/VA14/NW</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Kgomotso Magistrate Court (Incumbent will be stationed in Christiana Magistrate Court)
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification; relevant administrative experience and in family law matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's license. Skills and competences: Computer literacy (MS Office); Numeracy skills; Communication skills (verbal and written); Ability to work with the public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Time management; Facilitation skills; Innovation and ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Serve maintenance summons, subpoenas, warrants and garnishee orders for District in terms of the Maintenance Act; Locate whereabouts of persons; Give testimony in Court under oath; Render administrative support to the Office.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng, or https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/41</u>	:	<u>CHIEF ADMINISTRATION CLERK (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Welkom Ref No: 25/35/FS Magistrate's Office, Welkom Ref No: 25/14/FS
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the Public Service; knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant Legislation. Skills and competences: Computer literacy (MS Word, Excel, PowerPoint and outlook); Communication skills (verbal and written); Interpersonal relations; Problem solving skills. Ability to work under pressure and work dependently; Planning and organizing.
<u>DUTIES</u>	:	Key Performance Areas: Supervision and render general clerical support services; Supervise and provide Supply Chain clerical support within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NM Dywili Tel No: (051) 407 1800/073 775 0709
	:	Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein, 9300 or hand deliver it at 108 St Andrew Street, Bloemfontein, or https://forms.office.com/r/X2XaVPasWu .
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 25/42</u>	:	<u>FAMILY LAW ASSISTANT (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Welkom Ref No: 25/34/FS (X1 Post) Magistrate's Office: Bloemfontein Ref No: 25/37/FS (X1 Post)
<u>REQUIREMENTS</u>	:	A three (3) years qualification in a Legal field and/or equivalent legal qualification; knowledge in the functions of the Office of the Family Advocate, knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's act, Maintenance Act and Domestic Violence

		Act, (inclusive of Hague Convention on International Child Abduction). Skills and Competences: Communication skills (written and verbal); Computer literacy (MS Office); Mediation skills; Attention to detail; Conduct legal research; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Conduct screening interviews and parental responsibilities and rights information sessions, Assist members of the public with the completion of forms and queries, Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding Parental Responsibilities and Rights.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NM Dywili Tel No: (051) 407 1800/073 775 0709
	:	Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein, 9300 or hand deliver it at No 108 St Andrew Street, Bloemfontein, or https://forms.office.com/r/X2XaVPasWu .
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 25/43</u>	:	<u>MAINTENANCE OFFICER (MR3-MR5) REF NO: 25/VA16/NW</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Taung Magistrate Court
	:	LLB Degree or a four 4 year recognised 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 and Afrikaans; A valid driver's licence. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mahikeng OR https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/44</u>	:	<u>MAINTENANCE OFFICER (MR1-MR5) REF NO: 21/25/NC/GAL</u>
<u>SALARY</u>	:	R252 855 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Galeshewe Magistrate Office
	:	An LLB Degree or a four (4) year recognized legal qualification; Appropriate post qualification legal experience. Knowledge of maintenance system, Maintenance Act and family law matters; Understanding of all services and procedures in the area of Maintenance; Proficiency in at least two official languages; A valid driver's licence. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy skills; Good interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to details.
<u>DUTIES</u>	:	Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for Maintenance enquiries; Guide Maintenance investigators in the performance of their functions; Implement Bench orders; Provide reports and compile statistics.
<u>ENQUIRIES</u>	:	Mr R. Motlekar Tel No: (053) 802 1300

<u>APPLICATIONS</u>	:	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 Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>POST 25/45</u>	:	<u>ESTATE CONTROLLER (EC 1 – 4) REF NO: 25/39/FS</u>
<u>SALARY</u>	:	R252 855 – R586 956 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master of The High Court, Bloemfontein
	:	An LLB degree or recognized four-year legal qualification. Skills and competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili at (073) 775 0709
	:	Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/46</u>	:	<u>ADMINISTRATION CLERK-CRT REF NO: 25/26/FS</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate's Office, Frankfort
	:	Grade 12 or equivalent qualification. Skills and competencies: Computer literacy; Knowledge of document management and filing; Good communication skills (written and verbal); Good interpersonal skills; Ability to work under pressure and to solve problems; Customer service.
<u>DUTIES</u>	:	Key Performance Areas: Prepare recordings of court proceedings; Render clerical and administrative functions; file/store and ensure safekeeping of court documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili at 073 775 0709
	:	Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR https://forms.office.com/r/X2XaVPasWu .
<u>POST 25/47</u>	:	<u>COURT INTERPRETER (X4 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office: Bloemfontein Ref No: 25/ 17/FS (X2 Posts)
	:	Magistrate's Office: Winburg Ref No: 25/ 16 /FS (X1 Post)
	:	Magistrate's Office: Koffiefontein Ref No: 25/18/FS (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages; Language Proficiency: Bloemfontein: English, Sesotho, IsiXhosa and Afrikaans; Winburg: English, Sesotho, IsiXhosa and Afrikaans; Koffiefontein: English, Sesotho, IsiXhosa and Afrikaans. Skills and competences: Good communication skills; Listening; Interpersonal relations; Problem solving; Planning and organising; Analytical thinking skills; Time management. Confidentiality and ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.

<u>ENQUIRIES</u>	:	Ms NM Dywili Tel No: (051) 407 1800/ 073 775 0709
<u>APPLICATIONS</u>	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver at No 108 St Andrew Street, Bloemfontein, OR https://forms.office.com/r/X2XaVPasWu .
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 25/48</u>	:	<u>COURT INTERPRETER (X3 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Hopetown Magistrate Office Ref No: 12/25/NC/HPT Kudumane Magistrate Office Ref No: 13/25/NC/KUD Fraserburg Magistrate Office Ref No: 14/25/NC/FRA
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages; Skills and Competencies: Good communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<u>ENQUIRIES</u>	:	Ms K. Fritz Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	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 Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 25/49</u>	:	<u>ADMINISTRATION CLERK (X27 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office: Odendaalsrus Ref No: 25/20/FS (X3 Posts) Magistrate's Office: Bloemfontein Ref No: 25/ 21/FS (X2 Posta) Magistrate's Office: Kroonstad Ref No: 25/22/FS (X4 Posts) Magistrate's Office: Parys Ref No: 25/23/FS (X2 Posts) Magistrate's Office: Jacobsdal Ref No: 25/24/FS (X2 Posts) Magistrate's Office: Smithfield Ref No: 25/27/FS (X1 Post) Magistrate's Office: Botshabelo Ref No: 25/28 /FS (X1 Post) Magistrate's Office: Bothaville Ref No: 25/29/FS (X1 Post) Magistrate's Office: Fauresmith Ref No: 25/ 30/FS (X1 Post) Magistrate's Office: Boshof Ref No: 25/31/FS (X1 Post) Magistrate's Office: Petrusburg Ref No: 25/32/FS (X1 Post) Hartswater Magistrate Office Ref No: 03/25/NC/HAR (X1 Post) Phillipstown Magistrate Office Ref No: 04/25/NC/PHIL (X1 Post) Upington Magistrate Office Ref No: 05/25/NC/UPT (X1 Post) Calvinia Magistrate Office Ref No: 06/25/NC/CAL (X1 Post) Port Nolloth Magistrate Office Ref No: 07/25/NC/PORT (X1 Post) Galeshewe Magistrate Office Ref No: 08/25/NC/GAL (X1 Post) Kimberley Magistrate Office Ref No: 23/25/NC/KIM (X1 Post) Ditsobotla Magistrate Court Ref No: 25/VA15/NW (X1 Post)
<u>REQUIREMENTS</u>	:	Grade12 or equivalent qualification. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing
<u>DUTIES</u>	:	Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel

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administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.

- : Free State: Ms N Dywili Tel No: (051) 407 1800
- : Northern Cape: Mr N.Leshage Tel No: (053) 802 1300
- : North West: Ms. PM Seletedi at Tel No: (018) 397 7088/7106

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- : **Free State:** Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver at No 108 St Andrew Street, Bloemfontein OR <https://forms.office.com/r/X2XaVPasWu>.
- : **Northern Cape:** 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 Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Note: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- : **North West:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR <https://forms.office.com/r/X2XaVPasWu>.

NOTE

- : Separate application must be made per centre and quoting the relevant reference number