

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** : 11 August 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 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:** Please note the following corrections regarding the advertised posts in the Public Service Vacancy Circular 25 dated 18 July 2025 with the closing date of 04 August 2025:
- Senior Assistant State Attorney (LP5-LP6) with Ref No: 25/VA11/NW: The requirements of "the right of appearance in the High Court is removed.
- Assistant State Attorney (LP3-LP4) with Ref No: 25/VA10/NW: The requirements were advertised as "At least 2 years appropriate post qualification Admission/litigation experience, the amended one should read as follows: "At least 2 years appropriate post qualification legal/litigation experience".
- Family Law Assistant with Ref No: 25/37/FS, the correct centre of the post should be Family Advocate: Bloemfontein, and not Magistrate Office: Bloemfontein as previously indicated.
- Chief Administration Clerk with Ref No: 25/35/FS, the correct centre of the post should be Family Advocate: Bloemfontein, and not Family Advocate: Welkom as previously indicated.

OTHER POSTS

- POST 26/80** : **FAMILY ADVOCATE; (LP7-LP8) REF NO: 2025/50/GP**
- SALARY** : 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.
- CENTRE** : Family Advocate: Pretoria

<u>REQUIREMENTS</u>	:	An LLB Degree or recognized 4-year legal qualification; At least 5 years appropriate post qualification litigation experience; Admittance as an Advocate; 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; Computer literacy; 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. RR Moabelo Tel No: (011) 332 9000
	:	Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 OR Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR https://forms.office.com/r/X2XaVPasWu
<u>POST 26/81</u>	:	<u>DEPUTY DIRECTOR: AREA COURT MANAGER (X2 POSTS)</u>
<u>SALARY</u>	:	R896 702 – R1 055 958 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Alfred Nzo District: Mount Frere Ref No: 80/25EC (X1 Post) OR Tambo District: Mthatha Ref No: 81/25EC (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong Leadership and management capabilities; Strategic capabilities; Financial management skills; Project management; Good communication (verbal and written); Computer literacy; Planning and organizing skills; Decision making skills; Presentation skills; Developing others.
<u>DUTIES</u>	:	Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. A Jilana Tel No: (043) 702 7000 / 7010
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu
<u>POST 26/82</u>	:	<u>DEPUTY DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 25/VA27/NW</u>
<u>SALARY</u>	:	R896 436– R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: North West
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Safety and Security; A minimum of 3 years' experience in a safety and security work environment at managerial (Assistant Director) level; Registration with PSIRA or NOSA or SSA; Knowledge and understanding of Security Management related legislation and policies, Knowledge of Security Management frameworks and guidelines; Knowledge and understanding of the Public Service statutory frameworks; Financial Management and regulatory frameworks/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; Computer literacy.

<u>DUTIES</u>	:	Key Performance Areas: Coordinate security operations; Coordinate and conduct security risk management assessment; Monitor security contract performance; Coordinate the provision of close protection, special events and cash-in-transit services; Coordinate the provision of information security and vetting services; Manage human, finance and other resources.
<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 26/83</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) (X5 POSTS)</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</u>	:	State Attorney: East London Ref No: 84/25EC (X1 Post) State Attorney: Mthatha Ref No: 85/25EC (X1 Post) State Attorney: Port Elizabeth Ref No: 86/25EC (X3 Posts)
<u>REQUIREMENTS</u>	:	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; 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>	:	Eastern Cape: Mrs. L de Kock Tel No: (043) 702 7000 / 7130
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e-mail to the address provided on the DPSA advert or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London 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 on the interview dates. Separate application must be made quoting the relevant reference number
<u>POST 26/84</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 24/25/NC/S.A-KIM (X3 POSTS)</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</u>	:	State Attorney, Northern Cape: Kimberley
<u>REQUIREMENTS</u>	:	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; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; A valid driver's license; Conveyancing and notary will serve as added advantages. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Accuracy and attention to details; Strong communication (written and verbal); Supervisory and mentoring skills; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.
<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; Guide and train Candidate State Attorney.
<u>ENQUIRIES</u>	: Ms N. Gcilitshana Tel No: (053) 8077800
<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. 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
<u>POST 26/85</u>	: <u>COURT MANAGER (X6 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>	: Magistrate Office: Keiskammahoek Ref No: 82/25EC (X1 Post) Magistrate Office: Ngqeleni Ref No: 83/25EC (X1 Post) Magistrate Office: Strand Ref No: 12/2025/WC (X1 Post) Magistrate Office: Bronkhorspruit Ref No: 2025/02/GP (X1 Post) Magistrate Office: Germiston Ref No: 2025/03/GP (X1 Post) Magistrate Office: Lenasia Ref No: 2025/04/GP (X1 Post)
<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 analyze 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</u>	: Eastern Cape, Mr A Jilana Tel No: (043) 702 7000 / 7010 Western Cape: Ms P Paraffin Tel No: (021) 462 5471 Gauteng: Ms. RR Moabelo Tel No: (011) 332 9000
<u>APPLICATIONS</u>	: Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e-mail to the address provided on the DPSA advert or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu Western Cape: 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 Or visit: https://forms.office.com/r/X2XaVPasWu : Gauteng: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 OR Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number

<u>POST 26/86</u>	:	<u>ASSISTANT STATE ATTORNEY, (LP3-LP4) (X3 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</u>	:	State Attorney: Mthatha Ref No 87/25EC (X1 Post) State Attorney: Port Elizabeth Ref No 88/25EC (X2 Posts)
<u>REQUIREMENTS</u>	:	LLB degree or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal /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</u>	:	Mrs. L De Kock Tel No: (043) 702 7000 / 7130
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London 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 Separate application must be made quoting the relevant reference number
<u>POST 26/87</u>	:	<u>ADMINISTRATION OFFICER (X8 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 Office, Bizana Ref No: 70/25EC (X1 Post) Magistrate Office: Butterworth Ref No: 71/25EC (X1 Post) Magistrate Office: Dutywa Ref No: 72/25EC (X1 Post) Magistrate Office: Daveyton Ref No: 2025/05/GP (X1 Post) Magistrate Office: Johannesburg Ref No: 2025/06/GP (X1 Post) Magistrate Office: Randburg Ref No: 2025/07/GP (X1 Post) Magistrate Office: Randfontein Ref No: 2025/08/GP (X1 Post) Magistrate Office: Mmabatho Ref No: 25/VA22/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>	:	Eastern Cape: Mr L Mthantalala Tel No: (043) 702 7000 / 7133 North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106 Gauteng: Ms P Raadt Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London 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 Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg 2000 OR Physical Address:

	Provincial Office – Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number
<u>POST 26/88</u>	: <u>IT AUDITOR REF NO: 25/72/DG (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>	: National Office: Pretoria
<u>REQUIREMENTS</u>	: A 3 year National Diploma/NQF level 6/Degree in Auditing/Information System/Computer Science or equivalent qualification; A minimum of 1 year experience in Auditing or Computer Audit; Knowledge of the Public Finance Management Act, Constitution of the Republic of South Africa, Companies Act, Close Corporations Act, Promotion of Access to Information Act, Prevention and Combating of Corrupt Activities Act, Protected Disclosure Act, Criminal Procedure Act, Prevention of Organised Crime Act, Basic Condition of Employment Act, Labour Relations Act; Knowledge of other Public Sector regulatory policies, procedures, rules and regulations. Skills and Competencies: Planning and organizing; Good communication skills (verbal and written); Concern for others; Creative thinking; Customer service orientation; Problem solving and analysis; Computer literacy; Ability to work in a team.
<u>DUTIES</u>	: Key Performance Areas: Provide input in audit planning process; Execute audit engagements; Provide administrative support.
<u>ENQUIRIES</u>	: Mr. R. Chauke Tel No: (012) 315 1329
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: 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 Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: People with disabilities are encouraged to apply.
<u>POST 26/89</u>	: <u>FORENSIC AUDITOR: FORENSIC AUDITS REF NO: 25/74/DG (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>	: National Office: Pretoria
<u>REQUIREMENTS</u>	: A 3- year National Diploma/NQF level 6/Degree in Audit/ Accounting/ Law/ Police Administration or equivalent; A minimum of one year experience in Auditing or Forensic investigations; Knowledge of Public Finance Management Act, Constitution of Republic of South Africa, Companies Act, Close Corporations Act, Promotion of Access to Information Act, Prevention and Combating of Corrupt Activities Act, Protected Disclosures Act, Criminal Procedure Act, Prevention of Organised Crime Act, Basic Conditions of Employment Act, Labour Relations Act; Knowledge of other Public Sector regulatory policies, procedures, rules and regulations. Skills and Competencies: Computer literacy; Good Communication skills; Planning and organising skills; Concerns for others; Creative thinking; Customer service orientation; Problem solving and analysis; Self-management.
<u>DUTIES</u>	: Key Performance Areas: Investigate allegations/irregularities falling within the Department's mandate; Report finalized investigations and resolutions to management; Render operational administrative support.
<u>ENQUIRIES</u>	: Mr R Chauke Tel No: (012) 315 1329
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: 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 Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: People with disabilities are encouraged to apply.
<u>POST 26/90</u>	: <u>INTERNAL AUDITOR: GENERAL ASSURANCE (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>	: Regional Office: Kimberley Ref No: 25/75/DG (X1 Post) National Prosecuting Authority: Silverton (Cluster: 4) Ref No: 25/77/DG (X1 Post)
<u>REQUIREMENTS</u>	: A 3 years National Diploma/NQF level 6 in Auditing or equivalent; At least 1 year experience in Internal Auditing. Skills and Competencies: Communication

	(written and verbal); Financial management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.
<u>DUTIES</u>	: Key Performance Areas: Provide input in the audit planning process; Execute audit engagements; Provide administrative support.
<u>ENQUIRIES</u>	: Mr R Chauke Tel No: (012) 315 1329
<u>APPLICATIONS</u>	: Direct your application to: Postal address: The Human Resource: 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 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: People with disabilities are encouraged to apply.
<u>POST 26/91</u>	: <u>CHIEF ADMINISTRATION CLERK (X10 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>	: Magistrate Office: Maluti Ref No: 73/25EC (X1 Post) Magistrate Office: Mdantsane Ref No: 74/25EC (X1 Post) Magistrate Office: Cullinan Ref No: 2025/28/GP (X1 Post) Family Advocate: Palm Ridge, Ref No: 2025/60/GP (X1 Post) Master of The High Court Johannesburg Ref No: 2025/54/GP (X2 Posts) Master of The High Court Pretoria Ref No: 2025/55/GP (X2 Posts) Magistrate's Office: Klerksdorp Ref No: 25/VA21/NW (X1 Post) Magistrate's Office: Mmabatho Regional Court, Ref No: 25/VA21/NW (1 Post)
<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: Supervise 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</u>	: Eastern Cape: Mr. Nofemela Tel No: (043) 702 7000 / 7135 Gauteng: Ms P Raadt Tel No: (011) 332 9000 North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	: Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e-mail to the address provided on the DPSA advert or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu Gauteng: Quoting the relevant reference number, direct your application to: 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 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 quoting the relevant reference number
<u>POST 26/92</u>	: <u>SENIOR COURT INTERPRETER (X7 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>	: Magistrate Office: Humansdorp Ref No: 59/EC (X1 Post) Magistrate Office: King Williams Town Ref No: 60/25EC (X1 Post) Magistrate Office: Lusikisiki Ref No: 61/25EC (X1 Post) Magistrate Office: Tsolo Ref No 62/25EC (X2 Posts) Magistrate Office: Madikwe Ref No: 25/24/NW (X1 Post) Magistrate Office: Bafokeng Ref No: 25/24/NW (X1 Post)

<u>REQUIREMENTS</u>	: Magistrate Office: Lehurutshe Ref No: 25/24/NW (X1 Post) NQF Level 4/ Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages OR Grade 12 with 10 year's practical experience in court interpreting; A Minimum of three years practical experience in court interpreting; and A valid driver's license; Proficiency in English and in two or more indigenous languages. Language proficiency for Eastern Cape: Preference will be given to languages used in area, Xhosa, Afrikaans, Sotho and sign language; Applicants will be subjected to a language test); 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; Render interpreting services. Translate legal documents and exhibits; Develop terminology; Assist with reconstruction of Court Records; Perform specific line and administrative support functions; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES</u>	: Eastern Cape: Ms Msimang Tel No: (043) 702 7000 / 7136 North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	: Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e-mail to the address provided on the DPSA advert or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London 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 quoting the relevant reference number
<u>POST 26/93</u>	: <u>MAINTENANCE INVESTIGATORS: (X8 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>	: Magistrate Office, Alice Ref No: 66/25EC (X1 Post) Magistrate Office: Peddie Ref No: 67/25EC (X1 Post) Magistrate Office: Tsolo Ref No: 68/25EC (X1 Post) Magistrate Office: Whittlesea Ref No: 69/25EC (Will also be responsible to work at other offices in the district as required) (X1 Post) Magistrate Office: Mitchells Plain Ref No: 15/2025/WC (X1 Post) Magistrate Office: Lichtenburg Ref No: 25/VA25/NW (X1 Post) Magistrate Office: Randburg Ref No: 2025/26/GP (X1 Post) Magistrate Office: Soshanguve Ref No: 2025/27/GP (X1 Post)
<u>REQUIREMENTS</u>	: A Grade 12 certificate or equivalent qualification; relevant administrative experience and in family law matters; Knowledge of the Maintenance Act; 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</u>	: Eastern Cape: Mr. Nofemela Tel No: (043) 702 7000 / 7135 Western Cape: Ms P Paraffin Tel No: (021) 462 5471 North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106 Gauteng: Ms. V Shiburi Tel No: (011) 332 9000
<u>APPLICATIONS</u>	: Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR visit: 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
	Gauteng: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 OR Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number
<u>POST 26/94</u>	: <u>COURT INTERPRETERS (X13 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 Office: Wynberg Ref No:16/2025/WC (X1 Post) Magistrate Office: Kuilsriver Ref No: 17/2025/WC (X1 Post) Magistrate Office: Clanwilliam Ref No:18/2025/WC (X1 Post) Magistrate Office: Port Elizabeth Nerina House Ref No 57/25EC (X1 Post) Magistrate Office: Port Elizabeth Ref No 58/25EC (X1 Post) Magistrate Office: Zwelitsha Ref No 59/25ec (X2 Posts) Magistrate Office: Mdantsane Ref No 60/25EC (X1 Post) Magistrate Office: Mount Frere Ref No 61/25EC (X1 Post) Magistrate Office: Brits Ref No: 25/23/NW (X1 Post) Magistrate Office: Mankwe Ref No: 25/23/NW (X1 Post) Magistrate Office: Rustenburg Ref No: 25/23/NW (X1 Post) Magistrate's Office: Klerksdorp Ref No: 25/23/NW (X1 Post)
<u>REQUIREMENTS</u>	: NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages. Skills and Competences: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; 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>	: Western Cape: Mr A Knowles Tel No: (021) 462 5471 Eastern Cape: Ms Msimang Tel No: (043) 702 7000 / 7136 North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	: Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR visit: https://forms.office.com/r/X2XaVPasWu Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London 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>	: Please Note: Separate application must be made per centre and quoting the relevant reference Number Note: Shortlisted candidates will be subjected to a personnel vetting process".
<u>FOR ATTENTION</u>	: Ms P Paraffin
<u>POST 26/95</u>	: <u>ADMINISTRATION CLERK (X68 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 Office: Port Elizabeth Ref No: 36/25EC (X3 Posts) Magistrate Office: Zwelitsha Ref No: 37/25EC (X3 Posts) Magistrate Office: Lady Frere Ref No: 38/25EC (X3 Posts) Magistrate Office: Mount Frere Ref No: 39/25EC (X2 Posts) Magistrate Office: Uitenhage Ref No: 40/25EC (X2 Posts) Magistrate Office: Indwe Ref No: 41/25EC (X2 Posts) Magistrate Office: Cala Ref No: 42/25EC (X1 Post) Magistrate Office: Tsolo Ref No: 43/25EC (X1 Post) Magistrate Office: Humansdorp Ref No: 44/25EC (X1 Post)

Magistrate Office: Port Elizabeth (Gelvandale) Ref No: 45/25E (X1 Post)
 Magistrate Office: Mount Ayliff Ref No: 46/25EC (X1 Post)
 Magistrate Office: Peddie Ref No: 47/25EC (X1 Post)
 Magistrate Office: Elliotdale Ref No: 48/25EC (X1 Post)
 Magistrate Office: Dutywa Ref No: 49/25EC (X1 Post)
 Magistrate Office: Ngcobo Ref No: 50/25EC (X1 Post)
 Magistrate Office: Maluti Ref No: 51/25EC (X1 Post)
 Magistrate Office: King Williams Town Ref No: 52/25EC (X1 Post)
 Magistrate Office: Motherwell Ref No: 53/25EC (X1 Post)
 Magistrate Office: Tabankulu Ref No: 54/25EC (X1 Post)
 Magistrate Office: Port Alfred Ref No: 55/25EC (X1 Post)
 Magistrate Office: Seymour Ref No: 56/25EC (X1 Post)
 Magistrate Office: Brits Ref No: 25/20/NW (X1 Post)
 Magistrate Office: Madikwe Ref No: 25/20/NW (X1 Post)
 Magistrate Office: Bafokeng Ref No: 25/20/NW (X2 Posts)
 Magistrate Office: Swartruggens Ref No: 25/20/NW (X1 Post)
 Magistrate Office: Rustenburg Ref No: 25/20/NW (X1 Post)
 Magistrate Office: Koster Ref No: 25/20/NW (X1 Post)
 Magistrate Office: Potchefstroom Ref No: 25/20/NW (X1 Post)
 Magistrate Office: Gangesa Ref No: 25/20/NW (X1 Post)
 Magistrate Office: Taung Ref No: 25/20/NW (X1 Post)
 Master of High Court, Mahikeng Ref No: 25/20/NW (X1 Post)
 Magistrate's Office: Christiana Ref No: 25/20/NW (X1 Post)
 Family Advocate Johannesburg Ref No: 2025/11/GP (X1 Post)
 Magistrate Office: Johannesburg Ref No: 2025/12/GP (X7 Posts)
 Magistrate Office: Pretoria Ref No: 2025/13/GP (X4 Posts)
 Magistrate Office: Moretele Ref No: 2025/14/GP (X1 Post)
 Magistrate Office: Randburg Ref No: 2025/15/GP (X2 Posts)
 Magistrate Office: Tembisa Ref No: 2025/16/GP (2 Posts)
 Magistrate Office: Soshanguve Ref No: 2025/17/GP (X1 Post)
 Magistrate Office: Bronkhorstspuit Ref No: 2025/18/GP (X1 Post)
 Magistrate Office: Germiston Ref No: 2025/19/GP (X1 Post)
 Magistrate Office: Alexandra Ref No: 2025/20/GP (X1 Post)
 Magistrate Office: Sebokeng Ref No: 2025/21/GP (X1 Post)
 State Attorney Johannesburg Ref No: 2025/22/GP (X1 Post)
 Magistrate Office: Benoni Ref No: 2025/23/GP (X1 Post)
 Magistrate Office: Palmridge Ref No: 2025/24/GP (X1 Post)
 Magistrate Office: Mamelodi Ref No: 2025/25/GP (X1 Post)

REQUIREMENTS

: Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.

DUTIES

: Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.

ENQUIRIES

: Eastern Cape: Ms C Williams Tel No: (043) 702 7000 / 7131
 North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106
 Gauteng: Ms T Maphoto Tel No: (011) 332 9000

APPLICATIONS

: **Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e-mail to the address provided on the DPSA advert or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
 : **Mahikeng:** 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>
 : **Gauteng:** Quoting the Relevant Reference Number, Direct Your Application To: 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 OR <https://forms.office.com/r/X2XaVPasWu>

NOTE

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

<u>POST 26/96</u>	:	<u>FAMILY LAW ASSISTANT REF NO: 2025/56/GP</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>	:	Family Advocate: Johannesburg 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. P Raadt Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 OR Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR https://forms.office.com/r/X2XaVPasWu
<u>POST 26/97</u>	:	<u>AUDIO-VISUAL COORDINATOR: IT SYSTEMS SUPPORT REF NO: 25/80/IDS</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>	:	Brigette Mabandla, Justice College An NQF level 6 qualification as recognized by SAQA in Information Technology/Communication/Media Productions/Audio Engineering/ Electronics; 2 years' experience in audio-visual/life streaming platforms and technologies environment; Understanding of lighting, sound, projection systems, network and IT infrastructure related to AV systems; Knowledge and understanding of Public Service Statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations and Treasury Regulations. Skills and Competencies: Concern for others; Creative thinking; Citizen service orientation; Decision making; Diversity citizenship; Organizational communication effectiveness; Problem analysis; Self-management; Team membership; Technical proficiency; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Provide support in the classroom and events regarding AV; Provide technical expertise regarding AV; Maintain and monitor daily operations of AV equipment's functionality; Maintain partnerships with relevant stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P. Leshilo Tel No: (012) 357 8240 Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: 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 Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 26/98</u>	:	<u>CHIEF ADMINISTRATION CLERK (CALL CENTRE SUPERVISOR) REF NO: 25/79/IDS</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>	:	National Office: Pretoria Grade 12 or equivalent qualification; Minimum of 3 years' experience within the clerical/ call centre environment; Knowledge and application of relevant Public Service and Departmental legislation/prescripts/policies and procedures; Knowledge of procedure and processes applied in Call Centre and Office Management. Skills and Competencies: Communication (verbal and written)

	skills; Computer literacy; Problem solving; Good interpersonal relations; Planning and organizing; Proper usage of presentation equipment; Sound organizational skills; Ability to correctly interpret relevant documentation; Basic typing skills; People management.
<u>DUTIES</u>	: Key Performance Areas: Monitor the call center operation; Handle all escalated complaints/ enquiries; Generate reports and conduct customer satisfaction surveys; Supervise and render general clerical support services; Manage human, financial and other resources.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. S. Maeko Tel No: (012) 315 1996 : Address: 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. OR https://forms.office.com/r/X2XaVPasWu
<u>POST 26/99</u>	: <u>REGISTRY CLERK (X2 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>	: State Attorney Pretoria Ref No: 2025/52/GP (X1 Post) Magistrate Office: Kempton Park Ref No: 2025/53/GP (X1 Post)
<u>REQUIREMENTS</u>	: Agrade 12 (NQF level 4); No previous experience required. Skills Competencies: Concern for others; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Organisational communication effectiveness; Problem analysis; Self-management; Teamwork; Technical proficiency.
<u>DUTIES</u>	: Key Performance Areas: Provide Registry Counter Services; Handle incoming and Outgoing correspondence; Render an effective filing and Record Management; Service; Operate Office Machines in Relation the Registry function; Process documents for Archiving and/Disposal.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. V Shiburi Tel No: (011) 332 9000 : Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 OR Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or https://forms.office.com/r/X2XaVPasWu
<u>POST 26/100</u>	: <u>ADMINISTRATION CLERK (CALL CENTRE AGENT) REF NO: 25/78/IDS (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>	: National Office: Pretoria
<u>REQUIREMENTS</u>	: Grade 12 or equivalent qualification; Knowledge and application of relevant Public Service and Departmental legislation/prescripts/policies and procedures; Knowledge of procedure and processes applied in Call Centre and Office Management; Provisioning of Call Centre administration procedures and processes; Knowledge of capturing, document tracking, storage and retrieval. Skills and Competencies: Communication (verbal and written) skills; Computer literacy; Problem solving; Good interpersonal relations; Planning and organizing; Proper usage of presentation equipment; Sound organizational skills; Ability to correctly interpret relevant documentation.
<u>DUTIES</u>	: Key Performance Areas: Handle all inbound and outbound calls; Resolve customer queries through e-mail, walk-ins and other platforms; Provide information for reporting and customer satisfaction purposes; Render general clerical support services.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. S. Maeko Tel No: (012) 315 1996 : Address: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. https://forms.office.com/r/X2XaVPasWu
<u>POST 26/101</u>	: <u>TELECOM OPERATOR REF NO: 33/2025/WC</u>
<u>SALARY</u>	: R193 359 – R227 66 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE</u>	:	Provincial Office, Western Cape
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Appropriate experience as a telecom operator. Skills and Competencies: Communication (written and verbal); Computer literacy (MS Office); Good interpersonal skills; Good public relations skills; Ability to work under pressure and to solve problems; Customer service and document management.
<u>DUTIES</u>	:	Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times; Attend to all other duties that may be required.
<u>ENQUIRIES</u>	:	Ms W Nguyuzza Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR visit: https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 26/102</u>	:	<u>SECURITY OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Kuilsriver Ref No: 31/2025/WC (X1 Post) Magistrate Office: Vredendal Ref No: 32/2025/WC (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12; Knowledge of Physical Security procedures and processes, Safety and Security Legislative Frameworks, PSIRA Grade C. Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organizing skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.
<u>DUTIES</u>	:	Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras; Enroll staff on bio-metric system; Provide access to staff coming to the premises over weekends.
<u>ENQUIRIES</u>	:	Mr A Knowles Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	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 or to: https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a personnel vetting process."
<u>POST 26/103</u>	:	<u>CLEANER REF NO: 2025/59/GP</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office, Garankuwa
<u>REQUIREMENTS</u>	:	Grade 10/ ABET level 4. Skills and Competencies: Concern for others; Creative thinking; Citizen Service Orientation; Decision making; Diversity Citizenship; Communication skills (verbal and written); Problem analysis; Self-management; Team membership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Provide cleaning service; Keep and maintain cleaning materials and equipment.
<u>ENQUIRIES</u>	:	Ms T Maphoto Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: 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 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 26/104</u>	:	<u>MESSENGER (X5 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Protea Ref No: 2025/31/GP (X1 Post) Magistrate Office: Boksburg Ref No: 2025/32/GP (X1 Post) Magistrate Office: Ekangala Ref No: 2025/33/GP (X1 Post) Family Advocate Palmridge Ref No: 2025/65/GP (X1 Post) Family Advocate Pretoria Ref No: 2025/66/GP (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10/ ABET Level 4 qualification; A valid driver's license. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service

	orientation; Problem analysis; Self-management; Ability to work in a team; Technical proficiency.
<u>DUTIES</u>	: Key Performance Areas: Render driver/ messenger support services; Collect, deliver and serve documents; Distribute mail and parcels to the various offices; Collect correspondence from respective government institutions; Transport officials to various destinations; Render clerical support services.
<u>ENQUIRIES</u>	: Ms T Maphoto Tel No: (011) 332 9000
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: 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 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 26/105</u>	: <u>GENERAL WORKER REF NO: 2025/58/GP</u>
<u>SALARY</u>	: R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: State Attorney Pretoria
<u>REQUIREMENTS</u>	: Grade 10/ ABET level 4; Skills and Competencies: Concern for others; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Communication skills (verbal and written); Problem Analysis; Self-Management; Team Membership; Computer literacy.
<u>DUTIES</u>	: Key Performance Areas: Perform general assistant work; Load and off load furniture, equipment and any other goods to relevant destination; Clean government vehicles; Clean relevant workstation.
<u>ENQUIRIES</u>	: Ms. V Shiburi Tel No: (011) 332 9000
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 Or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR https://forms.office.com/r/X2XaVPasWu