

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

CLOSING DATE

: 21 July 2025

NOTE

: Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post. 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 that the requirements for the post of Senior Court Interpreter with Ref No: 2025/04/MP, as advertised in Public Service Vacancy Circular 22 dated 27 June 2025 with closing date 14 July 2025 include "Grade 12 with ten (10) years practical experience in court interpreting". We apologies for the inconvenience caused.

MANAGEMENT ECHELON**POST 23/67**: **CHIEF EXECUTIVE OFFICER (CEO) REF NO: 10/03/25 OLSO**
(5 Year Contract)**SALARY**: R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package).
The successful candidate will be required to sign a performance agreement**CENTRE**

: Centurion

REQUIREMENTS

: An NQF level 7 as recognized by SAQA in Commerce or Management Science/Business Administration/Management and Public Management; 5 years' experience in Senior Management supplemented with good administrative and legal experience will be an added advantage; Knowledge of the relevant Public Service legislation and Legal Practice Act; Knowledge and understanding of Financial Management Act, Treasury Regulations, Public Audit Act 2004; Knowledge of South African Law and legal system; Knowledge of Strategy and policy development; Knowledge of the Constitution of South African; Knowledge of procurement prescripts and procedures; Advanced knowledge and experience in stakeholder management practices. Skills and competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management and

		Diversity; Knowledge Management; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Honest and Integrity; Communication.
<u>DUTIES</u>	:	Key Performance Areas: Monitor investigations and define complaints investigative scope and process in line with mandate of the Office of the Legal Services Ombud (OLSO); Lead the development of organizational long term and short-term strategies; Oversee the provisioning of stakeholder management services and community outreach programmes; Manage organisational performance by ensuring that OLSO strategic goals and objectives are met; Ensure the provision of organisational risk, anti-corruption and integrity management services; Oversee the management of ICT systems to ensure that services rendered to the public are efficient and accessible; Create an enabling and conducive environment for the investigations of complaints; Manage the development and implementation of corporate related policies; Manage and oversee the Financial Governance of OLSO by Preparing Budget, Expenditure, Costing, management reporting and internal control processes for the OLSO; Manage human resources, supply chain and asset management and oversee the provision of facilities management services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MV Shivuri Tel No: (010) 023 5508
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria 0001 OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue, Centurion or Email: Olsoenquiries@Justice.Gov.Za .
OTHER POSTS		
<u>POST 23/68</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: INTERNATIONAL AND LEGAL TREATY AFFAIRS (MR6) REF NO: 25/69/CD (X2 POSTS)</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 REQUIREMENTS</u>	:	National Office: Pretoria
	:	An LLB Degree or four year legal qualification as recognized by SAQA; At least 8 years appropriate post qualification legal experience; Knowledge of South African foreign policy and national interest, international law and international relations; Knowledge and understanding of the Constitution, legislative framework governing the Public Service; Knowledge of Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act. Skills and competencies: Legal research; Legal drafting; Applied Strategic thinking; Applied technology; Budgeting and financial Management; Communication and information management; Continuous improvements; Citizen focus and responsiveness; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organising; Decision Making skills.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the strengthening of international cooperation on Mutual Legal Assistance and Extradition; Manage and process requests for mutual legal assistance and extradition; Manage the implementation of the Reciprocal Enforcement of Maintenance Orders Act; Coordinate and facilitate Service of Process abroad and in South Africa; Conduct research and draft legal opinions on Departmental matters; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Modibane Tel No: (012) 315 1668
	:	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 23/69</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: NATIONAL REGISTER FOR SEX OFFENDERS (MR6) REF NO: 25/71/CS</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 REQUIREMENTS</u>	:	National Office: Pretoria
	:	LLB Degree or a four year legal qualification as recognized by SAQA; At least 8 years appropriate post qualification legal experience; Knowledge of Criminal, Civil and family cases; Knowledge of Jurisprudence law cases; Knowledge of Interpretation of statutes; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, prescripts. Skills and competencies: Computer Literacy; Applied Strategic Thinking; Applied Technology; Budgeting and Financial Management; Communication and Information Management; Continuous Improvements; Citizen Focus and Responsiveness; Developing Others; Diversity Management; Impact and Influence; Managing Interpersonal Conflict and Resolving Problems; Planning and Organising; Project Management.
<u>DUTIES</u>	:	Key Performance Areas: Manage the verification process of applications for certificates and removal of particulars of sex offenders; Manage the stakeholder relations and compliance to the Act by all relevant institutions; Compile a list for stakeholders and entities that require certificates for reporting purposes to the NSP – GBVF; Recommend the issuing of clearance certificate upon approval of applications; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S. Kgafela Tel No: (012) 315 1042
	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply
<u>POST 23/70</u>	:	<u>ASSISTANT DIRECTOR: COURT INTERMEDIARY REF NO: 2025/03/M</u> Re-advert, applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Provincial Office: Nelspruit
	:	Medical practitioners with specialization in pediatrics or psychiatry; General practitioners and family physicians with at least three years' experience in working as qualified medical practitioners; Occupational therapists, speech therapists, audiologists, physiotherapists and art therapists with at least three years of experience in working as qualified therapist or audiologists; Clinical, counselling or educational psychologists with at least two years of experience in working as qualified psychologists; Professional nurses who have worked for at least three years in a psychiatric or a pediatric ward in a hospital; Family counsellors who are appointed under section 3(1) of the Mediation in Certain Divorce Matters Act, 1987 (Act No. 24 of 1987), and who fall under any of the categories or classes of persons referred to in this section; Social workers with at least two years' experience in social work; Educators with a minimum post Matriculation teacher's education qualification of three years at a recognized tertiary educational institutional and have at least three years' experience in teaching in working as qualified teacher; Early childhood development practitioners, who have at least ten years' experience in working as early childhood development; and Child and youth care workers with at least three years' experience in working as child and youth care worker; and Community trauma counsellors who have received at least two weeks training in trauma counselling and have at least ten years' experience in working as trauma counsellors. Proof of registration in the relevant field and in accordance with legislative requirements; Exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages. A minimum of 3 years' experience in intermediary services at supervisory level. Certificate of competency to appear in court as Court Intermediary. A National Register of Sex Offenders (NRSO) vetting certificate. A valid driver's license. Knowledge of the Constitution of RSA, Criminal Procedure Act, Criminal Law (Sexual Offences and Related Matters) Amendment Act, Children's Act,

		Domestic Violence Act; Be fluent in the predominant language(s) of the jurisdictional area of the court; Knowledge and understanding Human Right's, Children 's and mentally disabled communication patterns and styles; Knowledge of legal terms and terminology; Knowledge of relevant prescripts, policies and practices, Knowledge and understanding of the legislative framework governing Public Service (Financial Management and regulatory framework /guidelines, the Public Service Act 103 of 1994 . the Public Service Regulations 2016, Treasury Regulations, the Public Finance Management Act). Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses and elderly); Social context, trauma and basic counselling skills; people's and interpersonal skills; Customer focus and responsiveness; Language proficiency (English, Xitsonga, Siswati, Zulu, Ndebele and Sepedi); Ability to communicate at a child's level, Ability to engage with all vulnerable witnesses; Ability to demonstrate containment skills when interacting with others, Ability to provide containment skills when required during the intermediary session.
<u>DUTIES</u>	:	Key Performance Areas: Manage and coordinate Intermediary Services in the Cluster; Manage operational efficiency of Intermediary services in the Clusters; Manage, consolidate and analyse intermediary services information, statistics and reporting, Facilitate and coordinate training and development of Court Intermediaries; Monitor the maintenance of equipment in Courts at testifying rooms and related resources; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr DS Nkosi at 083 299 4906
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to; Postal address: The Provincial Head, Department of Justice & Constitutional Development; Private Bag X11249; Nelspruit; 1200 or 4th Floor Nedbank Building; 24 Brown Street; Nelspruit; 1200
<u>POST 23/71</u>	:	<u>LEGAL ADMINISTRATION OFFICER: INTERNATIONAL LEGAL AND TREATY AFFAIRS (MR1 - MR5) REF NO: 25/70/CD</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</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An LLB Degree or four year legal qualification as recognized by SAQA; Appropriate post qualification legal experience; Knowledge of South African foreign policy and national interest, international law and international relations; Knowledge and understanding of the Constitution, legislative framework governing the Public Service; Knowledge of Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act. Skills and competencies: Legal research; Legal drafting; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Problem solving and decision making; Team leadership.
<u>DUTIES</u>	:	Key performance Areas: Assist in the coordination of international cooperation on Mutual Legal Assistance and Extradition; Process requests for Mutual Legal Assistance and Extradition; Implement the Reciprocal Enforcement of Maintenance Orders Act; Facilitate the Service of Process abroad and in South Africa; Conduct research and draft legal opinions on Departmental matters.
<u>ENQUIRIES</u>	:	Mr. S. Kgafela Tel No: (012) 315 1042
<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 23/72</u>	:	<u>SECRETARY TO THE PROVINCIAL HEAD: NORTH WEST REF NO: 25/VA08/ NW</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Provincial Head: Mafikeng
<u>REQUIREMENTS</u>	:	Grade 12 with typing as a subject or Secretarial Certificate; Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, PowerPoint and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Literacy; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs).
<u>DUTIES</u>	:	Key Performance Areas: Provides a secretarial/receptionist support service to the manager; Provides a clerical support service to the manager; Provides support to the manager regarding meetings.
<u>ENQUIRIES</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/ 7106
<u>APPLICATIONS</u>	:	Please direct your application to: https://forms.office.com/r/X2XaVPasWu or hand delivery at 22 Molopo Road, Ayob Gardens, Mafikeng.