

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** : 01 September 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:** The post of Senior Family Advocate: LP9 (X2 Posts) advertised in the Public Service Vacancy Circular 27 dated 01 August 2025 with Ref No: 2025/63/GP, Centre/ Office was omitted it should be Family Advocate; Pretoria. Court Interpreter, Magistrate Office: Mamelodi, advertised in the Public Service Vacancy Circular 27 dated 01 August 2025 with Ref No: 2025/41/GP Language requirements should read as follows: English, IsiXhosa and IsiZulu or Setswana
- Deputy Director: Area Court Manager, advertised in the Public Service Vacancy Circular 28, dated 08 August 2025 with Ref No: 05/25/LMP was advertised with the incorrect salary notch, the correct Salary notch is as follows: R896 436 -R1 055 958 per annum.
- Administration Clerk; Magistrate Office: Nebo advertised in the Public Service Vacancy Circular 28 dated 08 August 2025 with Ref No: 37/25/LMP (Cash Hall) (X4 Posts) the address was omitted. Applicants should direct their Application Quoting the relevant reference number to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X102, NEBO, 1059. Tel No: (013) 264 8209 OR Physical address /Reception area Magistrate Office, NEBO or <https://forms.office.com/r/X2XaVPasWu>

OTHER POSTS

<u>POST 29/08</u>	:	<u>SENIOR FAMILY ADVOCATE (LP9) REF NO: 103/25EC</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>	:	Family Advocate: Port Elizabeth
<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); Knowledge of Foundations of South African law, South African private law, Constitutional law, Criminal law, Intellectual property, Evidence and African Customary Law, Muslim Personal Law, Private International Law, Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act, Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act, the Public Finance Management Act, the Treasury Regulations. Knowledge and experience in office administration; Proven track record of previous managerial experience in a legal environment. Skills and Competencies: Good communication (written and verbal) skills; Research, investigation, presentation, monitoring and evaluation; Attention to detail; Diversity Management; Dispute and Conflict resolution skills; Operational and People management; Financial management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage the implementation and monitoring of the delivery of multi-disciplinary Family Advocate services for children; Manage and monitor the provisioning of forensic and risk social work services; Manage, monitor and implement the provisions of the Hague Convention on Civil aspects of International Child Abduction; Manage and monitor provision of Forensic Social Work services; Monitor and support organizational performance of the Family Advocate services. Provide effective people Management in the office.
<u>ENQUIRIES</u>	:	Mr P Hattingh Tel No: (043) 702 7000
<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>POST 29/09</u>	:	<u>FAMILY ADVOCATE (LP7 – LP8) (X2 POSTS)</u>
<u>SALARY</u>	:	R932 904 – R1 539 321 per annum, (Salary will be in accordance with determination of OSD). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate, Port Elizabeth Ref No: 104/25EC (X1 Post) Family Advocate, Mthatha Ref No: 105/25EC (X1 Post)
<u>REQUIREMENTS</u>	:	An LLB Degree or recognised 4-year legal qualification; Admission as an Advocate; Five (5) years appropriate post qualification litigation experience; Knowledge of Foundations of South African law, South African private law, Constitutional law, Criminal law, Intellectual property, Evidence and African Customary Law, Muslim Personal Law, Private International Law, Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act, Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act, the Public Finance Management Act, the Treasury Regulations. Knowledge and experience in office administration; A valid driver's licence. Skills and Competencies: Good communication skills, both verbal and writing; Litigation and Advocacy skills; Research, investigation, monitoring, evaluation and report writing skills with intention to detail; Diversity

		management; Dispute and Conflict resolution skills; Computer literacy; Case Flow Management.
<u>DUTIES</u>	:	Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Monitor the provisioning of forensic and risk social work services; Monitor and implement the provisions of the Hague Convention on Civil aspects of International Child Abduction; Manage and implement the provision of Forensic Social Work Social Work services; Manage and provide administrative support services; Attend to all relevant circuit courts within the Province.
<u>ENQUIRIES</u>	:	Mrs. L de Kock Tel No: (043) 702 7000
<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>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 29/10</u>	:	<u>DEPUTY DIRECTOR: FLEET AND LOGISTICS REF NO: 25/88/FMS</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>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in Financial Management/ Public Administration/ Supply Chain Management/ Business Administration/ Purchasing Management/ Logistics Management/ Transport Management as recognized by SAQA; A minimum of 3 years' experience in fleet and logistics environment at a supervisory (Assistant Director) level; Knowledge of Public Finance Management Act, Budget Management; Knowledge of Public Service Regulations, Public Service Acts and Treasury Regulations. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); People management and empowerment; Client orientation and customer focus; Communication skills; Managing interpersonal conflict and resolving problems; Honesty and integrity; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage the provision of fleet management services; Manage the logistics management services; Manage the administration of stores services; Monitor and manage the provision of cellphones and data services; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms A Van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	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 0001 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 29/11</u>	:	<u>OFFICE MANAGER (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>	:	State Attorney, Port Elizabeth Ref No: 100/25EC (X1 Post) State Attorney, Mthatha Ref No: 101/25EC (X1 Post)
<u>REQUIREMENTS</u>	:	A 3 years National Diploma/Degree in Public Administration/ Human Resources Management/ Administration or Business Administration at NQF-Level 6; A minimum of 3 years' experience in administration environment; Knowledge of HR matters and its policies, framework; Procurement directives and procedures, Knowledge and understanding of the Constitution and the legislative framework governing the Public Service. Skills and Competencies: Applied Strategic thinking, Applying technology; Budgeting and financial management; Communication and information Management; Continuous Improvement; Citizen focus and responsiveness; Developing others; Impact and influence; Problem solving and analysis; Planning and Organising; Decision Making; Project Management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage procurement and Finance of goods and services; Manage documents for registry support services; Undertake policy or line function tasks as required Coordinate external strategic alliances between

		the office and other stakeholders; Manage general support and resources services; Manage human resource services.
<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>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 29/12</u>	:	<u>COURT INTERMEDIARY REF NO: 107/25EC</u> (Re-advertisement)
<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: Peddie
	:	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; Knowledge of any foreign languages will be an added an 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>	:	Mr Ndamase Tel No: (043) 702 7000 / 7129
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or to https://forms.office.com/r/X2XaVPasWu or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London.
<u>POST 29/13</u>	:	<u>ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 99/25EC</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>	:	State Attorney: East London
	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years' appropriate post qualification legal/litigation experience; A thorough knowledge of legal practice, office management, accounting system and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Knowledge of legal proceedings, personal injuries claims, contracts, labour cases and criminal cases; 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's Court, Labour Courts, Land Claims Court and Commission for Conciliation, Mediation and Arbitration (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>	:	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>POST 29/14</u>	:	<u>FAMILY COUNSELLOR/SOCIAL WORKER (GR1 – GR4) (X3 POSTS)</u>
<u>SALARY</u>	:	R325 200 – R725 754 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Vosman Ref No: 2025/29/MP (X1 Post) Office of the family advocate: Polokwane Ref No: 16/25/LMP (X2 Posts)
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Social Workers or equivalent qualification, Appropriate experience in Social Worker after registration as Social Worker with the SACSSP. Registration with SA Council for Social Service Profession (SACSSP), Knowledge and experience in Mediating, Court experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act. Children's Act, Maintenance Act and Domestic Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license and willing to travel extensively within the province. Skills and Competencies: Communication (written and verbal) skills, Computer literacy (MS Word), Mediation and interviewing skills; Conflict resolution, evaluation and report writing skills; Diversity and attention to details.
<u>DUTIES</u>	:	Key Performance Areas: Conduct inquiries to ascertain the best interest of the minor children involved by means of mediation and /or evaluation as per relevant legislation; Evaluate information and compile forensic court reports; Act as expert witness for the Family Advocate in Court; Ensure proper case flow administration, Travel to townships and rural areas to conduct enquires, interview parties and source references in Family Law disputes.
<u>ENQUIRIES</u>	:	Mpumalanga: Ms KN Zwane at 060 532 2006 Limpopo: Mr L Mapelane Tel No: (015) 287 2035/ Mr MP Mongwe Tel No: (015) 287 2034.
<u>APPLICATIONS</u>	:	Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit, 1200 or https://forms.office.com/r/X2XaVPasWu Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Candidates whose name appears on Part B of the Child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not to apply. Applicants are required to attach proof of registration with SACSSP. Separate application must be made per centre and quoting the relevant reference number.
<u>POST 29/15</u>	:	<u>CHIEF ADMINISTRATION CLERK (X6 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>	:	State Attorney, Mthatha Ref No: 102/25EC (X1 Post) Magistrate Office: Kempton Park Ref No: 2025/67/GP (X1 Post) Magistrate Office: Waterval Ref No: 20/25/LMP (X1 Post) Magistrate Office: Tlyani; Ref No: 21/25/LMP (X1 Post) Magistrate Office: Tzaneen Ref No: 22/25/LMP (X1 Post) Magistrate Office: Nkowankowa Ref No: 23/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	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 Competencies: Communication (written and verbal) skills; Computer Literacy (MS Office); Planning and Organizing skill; Ability to work under pressure; Problem solving skills; Customer service; Document management and filing; Numerical skills.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical services 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 Ndamase Tel No: (043) 702 7000 / 7129 Gauteng: Ms T Maphoto Tel No: (011) 332 9000 Limpopo: Ms M.R Phalane Tel No: (015) 287 2036 or Ms M.F Mathosa Tel No: (015) 287 2035
<u>APPLICATIONS</u>	:	Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or to https://forms.office.com/r/X2XaVPasWu or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London 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 Limpopo Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 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 29/16</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 24/25/LMP</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 Giyani
	:	NQF Level 4/ Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and A Minimum of three years practical experience in court interpreting; OR Grade 12 with 10 year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages; Language requirements: Venda, Tsonga and Shona: Skills and Competencies: Communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.
<u>DUTIES</u>	:	Render interpreting services; 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</u>	:	Ms MP Mongalo Tel No: (015) 287 2037 OR Ms MF Mathosa Tel No: (015) 287 2036
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR Recruitment portal: https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Applicants will be subjected to a language test.
<u>POST 29/17</u>	:	<u>MAINTENANCE INVESTIGATOR REF NO: 2025/68/GP</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 Krugersdorp

<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent qualification; Relevant Administrative experience in Family Law Matters; Knowledge of the Maintenance Act (Act of 99 of 1989). Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Planning and organizing; Good interpersonal relations; Time management; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Serve Maintenance Summons, Warrants and Garnishee Orders for the 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>	:	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
<u>POST 29/18</u>	:	<u>ASSISTANT MASTER (MR1 – MR5) (X3 POSTS)</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>	:	Master of The High Court, Kimberley Ref No: 27/25/NC/MAS-KIM (X1 Post) Master of The High Court, Bisho Ref No: 92/25EC (X1 Post) Master of The High Court, Port Elizabeth Ref No: 93/25EC (X1 Post)
<u>REQUIREMENTS</u>	:	LLB Degree or four years' recognized legal qualification; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master of the High Court. Skills and Competencies: Planning and organizing; Dispute resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office; Ensure continuous quality improvement of processes and policies.
<u>ENQUIRIES</u>	:	Northern Cape: Mr X. Jama Tel No: (053) 8311 942 Eastern Cape: Ms Msimang Tel No: (043) 702 7000 / 7136
<u>APPLICATIONS</u>	:	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. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges or 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
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 29/19</u>	:	<u>MAINTENANCE OFFICER (MR1-MR5) (X2 POSTS)</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>	:	Magistrate Thabazimbi Ref No: 25/25/LMP (X1 Post) Magistrate Soshanguve Ref No: 2025/34/GP (X1 Post)
<u>REQUIREMENTS</u>	:	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; A valid driver's licence. Language requirements (Soshanguve): English, Xitsonga and Setswana; 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>	:	Limpopo: Ms MF Mathosa Tel No: (015) 287 2035/ Mr P Mongwe Tel No: (015) 287 2034 Gauteng: Ms. V Shiburi Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 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>POST 29/20</u>	:	<u>LEGAL SECRETARY (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: Port Elizabeth Ref No: 106/25EC (X1 Post) Office of the State Attorney: Cape Town Ref No: 54/2025/SA/WC (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 (with typing as subject or Secretarial Certificate or relevant training/qualification that will enable the person to perform the work satisfactorily). Knowledge of the relevant policies and prescripts Skills and Competencies: Computer literacy; Communication skills (verbal and written); Planning and organizing skills; Interpersonal skills; Attention to detail; Integrity and loyalty; Good telephone etiquette; Sound organizing skills; High level of reliability. Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Provide secretarial and administrative support; Render administrative support for meetings, functions and conferences; Provide general clerical office administration; Prepare documents for account payment processing.
<u>ENQUIRIES</u>	:	Eastern Cape: Mr Ndamase Tel No: (043) 702 7000 / 7129 Western Cape: Mr M Koopman Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Western Cape: Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or to: 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
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 29/21</u>	:	<u>SECRETARY: SUB-CLUSTER HEAD REF NO: 64/25/LMP</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 Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 (with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily). 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; Ability to correctly interpret relevant documentation; Numeracy; Intermediate typing skills.
<u>DUTIES</u>	:	Key Performance Areas: Provides a Secretarial/receptionist support services to the manager; Provides clerical support service to the manager; Provides support to manager regarding meetings.

<u>ENQUIRIES</u>	:	Mr MC Rapetsoa Tel No: (015) 294 6000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Polokwane Private Bag X9320, Polokwane, 0700 or Physical address: Reception area Magistrate Polokwane, Reception area or https://forms.office.com/r/X2XaVPasWu
<u>POST 29/22</u>	:	<u>ADMINISTRATION CLERK (X10 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>	:	Family Advocate: Nelspruit Ref No: 2025/25/MP (X1 Post) Magistrate Office: Emgwenya Office: Ref No: 2025/07/MP (X1 Post) Magistrate Office: Krugersdorp Ref No: 2025/69/GP (X1 Post) Master of The High Court: Bisho Ref No: 96/25EC (X1 Post) Family Advocate: Port Elizabeth Ref No: 97/25EC (X1 Post) State Attorney: Port Elizabeth Ref No: 98/25EC (X1 Post) Master of The High Court: Thohoyandou Ref No: 36/25/LMP (X4 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent.
<u>DUTIES</u>	:	Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component. Skills and Competencies: Excellent communication (written and verbal skills); Computer Literacy (MS Office); Administrative and organization skill; Ability to work under pressure; Customer service; Document management and filing; Numerical skills.
<u>ENQUIRIES</u>	:	Mpumalanga: Mr TV Mavundla at 078 802 0741 or Mr LT Mndebele at 078 802 0880 Gauteng: Ms V Shiburi Tel No: (011) 332 9000 Eastern Cape: Mr Ndamase Tel No: (043) 702 7000 / 7129 Limpopo: Mr L Mapelane Tel No: (015) 287 2035 or Mr MI Modiba Tel No: (015) 287 2034
<u>APPLICATIONS</u>	:	Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 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 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 Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 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 29/23</u>	:	<u>TELECOM OPERATOR REF NO: 79/25EC</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: Motherwel
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal); Computer literacy (MS Office); Good interpersonal skills; Good public relations skills; Ability to work under pressure; Customer service and document management.
<u>DUTIES</u>	:	Key Performance Areas: 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 C Williams Tel No: (043) 702 7000 / 7131
<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>POST 29/24</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: Alexandria Ref No: 75/25EC (X1 Post) Magistrate Office: Aliwal North Ref No: 76/25EC (X1 Post) Magistrate Office: Flagstaff Ref No: 77/25EC (X1 Post) Magistrate Office: Mthatha Ref No 78/25EC (X1 Post) Magistrate Office: Namakgale Ref No: 65/23/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10/Abet level 4; 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 correspondence, distribute mail and parcels to the various office; Collect documents from respective government institutions; Transport officials to various destinations; Render clerical support services.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms C Williams Tel No: (043) 702 7000 / 7131 Limpopo: Ms M.J Mawela Tel No: (015) 769 1424
<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 Limpopo: Quoting the relevant reference number, direct your application to: Postal Address: The Court Manager, Magistrate Namakgale, Private Bag X11007, Namakgale, 1391 or Physical address: Reception Area, Magistrate Namakgale 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 29/25</u>	:	<u>SECURITY OFFICER (X4 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: East London Ref No: 89/25EC (X2 Posts) Magistrate Office: Alice Ref No: 90/25EC (X1 Post) Magistrate Polokwane Ref No: 66/25/LMP (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>	:	Eastern Cape: Mr Nofemela Tel No: (043) 702 7000 / 7135 Limpopo: Mr M.C Rapetsoa Tel No: (015) 294 6000
<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 Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager: Magistrate Polokwane, Department of Justice and Constitutional Development, Private Bag X9320, Polokwane 0700 OR hand deliver at Reception Area, Magistrate Polokwane opposite Polokwane Municipality. 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 29/26</u>	:	<u>CLEANER REF NO: 108/25EC</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE
REQUIREMENTS**

: Magistrate, Mdantsane
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; Computer literacy.

DUTIES

: Key Performance Areas: Provide cleaning services; Keeping and maintaining of cleaning material and equipment; Perform general assistant work; Perform any other relevant duties that may arise.

**ENQUIRIES
APPLICATIONS**

: Mr Nofemela Tel No: (043) 702 7000 / 7135
: 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>