

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa.

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>CLOSING DATE</u>	:	15 September 2025
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 31/41</u>	:	<u>SENIOR STATE LAW ADVISER: LP9 REF NO: 25/103/SLA (X8 POSTS)</u>
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the State Law Advisor: Cape Town/ Pretoria
<u>REQUIREMENTS</u>	:	LLB Degree or recognized 4 year Legal qualification; Admission as an Attorney or Advocate; At least 8 years appropriate post qualification litigation/ advisory experience; A post graduate qualification will be an advantage; Knowledge of particular aspects of the Law; Knowledge and understanding of Constitutional Law, Human Rights and the Constitution of South Africa, practical experience in the drafting of Bills; Knowledge of the Public Service, Public Finance Management Act and Treasury Regulations. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Provide the certification and drafting of Bills; Scrutinise subordinate legislation for the National Executive and other organ of state; Scrutinize and provide legal opinion on International Agreements, treaties and related matters; Mentor, advice and guide juniors/lower level production employees; Provide effective people management.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M. Mokoena Tel No: (012) 744 2026
	:	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 31/42</u>	:	<u>STATE LAW ADVISER: LP7-LP8 REF NO: 25/102/SLA (X7 POSTS)</u>
<u>SALARY</u>	:	R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the State Law Advisor: Cape Town/Pretoria
	:	LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; A post graduate legal qualification will be an added advantage; Knowledge of particular aspects of the Law; Knowledge of Constitutional Law, Administrative Law, Human Rights Law and the Constitution of South Africa; Knowledge of the Public Finance Management Act, Public Service, Treasury Regulations; Knowledge of practical experience in the drafting of Bills; Skills and Competencies: Legal research and drafting skills; Interpersonal relations; Project management skills; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy; Planning and organizing skills; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Key Performance Areas: Provide the preliminary opinions, certification of Bills and advice on legislative drafting; Scrutinize subordinate legislation for the National Departments and other organs of state; Scrutinize and provide legal opinion on international agreements and related matters; Render legal opinions as per the instructions received from National Departments and other organs of state.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mokoena Tel No: (012) 744 2026
	:	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 31/43</u>	:	<u>DEPUTY DIRECTOR: LANGUAGE SERVICES REF NO: 25/84/CA</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 REQUIREMENTS</u>	:	National Office: Pretoria
	:	An appropriate qualification (NQF level 6)/ Degree as recognized by SAQA in Translation/Language Practice/ BA in Languages/Linguistics; A minimum of 3 years' experience of which 3 years should be at managerial (Assistant Director) level; Knowledge of relevant Legal Frameworks and the Constitution; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/ guidelines, the Public Service Act, the Public Service Regulations; Treasury Regulations and the Public Finance Management Act. 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 organising; Decision making; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage the development of language and Court interpreting strategies and policies; Monitor performance on the implementation of language and court interpreting services; Facilitate language policy awareness; Manage language service stakeholder and customer relations; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MD 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>POST 31/44</u>	:	<u>SENIOR AUDITOR: COMPUTER AUDIT AND DECISION SUPPORT REF NO: 25/76/DG</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An undergraduate qualification (NQF level 6) Degree in Auditing/Accounting or equivalent; A minimum of 1 year experience in Auditing; Knowledge and understanding of Public Finance Management Act, relevant governance prescripts, including Treasury Regulations and interpretation of statutes. Skills and Competencies: Good communication skills (verbal and written); Creative thinking; Customer service orientation; Problem solving and analysis; Self-management; Financial management; Computer literacy; Planning and organizing; Interpersonal skills; Ability to work in a team.
<u>DUTIES</u>	:	Key Performance Areas: Control the adequacy and effectiveness of internal controls in the IT environment; Identify application controls (input processing and output controls); Evaluate integrity, availability and security of management information; Render operational administrative support.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Chauke Tel No: (012) 315 1329
	:	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 31/45</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER REF NO: 25/VA32/NW</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>	:	Provincial Office: Mahikeng
	:	An NQF level 6 qualification as recognized by SAQA in Financial Management/Public Management/Administration/Auditing/Cost Management/Supply Chain Management/Logistics/Purchasing Management/Business Management/Financial Accounting; A minimum of 3 years' experience in Supply Chain Management; Knowledge and understanding of Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulation, Departmental Financial Instructions, the Public Finance Management Act, Supply Chain Management, Interpretation and application of policies, prescripts and procedures; Knowledge of assets management framework and policies, Basic Accounting System (BAS).Skills and competencies: Good communication skills; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Problem analysis; Planning and organizing skills; Ability to work in a team; Technical Proficiency, Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Administer and implement the Supply Chain demand management framework and policies; Render contract administration services; Administer asset disposal; Update the asset register; Render general clerical support services; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or https://forms.office.com/r/X2XaVPasWu
<u>POST 31/46</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER REF NO: 25/VA30/NW</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>	:	Provincial Office: Mahikeng
	:	Grade12/ NQF level 4 qualification as recognized by SAQA, A minimum of 3 years working experience in a Human Resource Management environment at a clerical level, Knowledge of PERSAL System, Human Resource Management Directives/Policies, Knowledge and understanding of the Human

		Resource Management and Performance System, Knowledge of the Public Service statutory framework, Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Employment Equity Act, Basic Conditions of Employment Act and Treasury Regulations. Skills and competencies: Good communication skills (verbal and written); Computer literacy; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Problem solving and analysis.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and undertake the implementation and maintenance of attraction, recruitment, selection, appointment and employees administration; Supervise and undertake the implementation and maintenance of employee compensation, general conditions of service benefit and incentives; Supervise and undertake the implementation and maintenance of leave matters; Supervise and undertake the implementation and maintenance of human capital termination and administration; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or https://forms.office.com/r/X2XaVPasWu
<u>POST 31/47</u>	:	<u>STATE ACCOUNTANT REF NO: 25/VA31/NW</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>	:	Provincial Office: Mahikeng
	:	A National Diploma/ Degree in Financial Management or equivalent qualification; A minimum of 1 year relevant experience in a financial accounting/management environment; Knowledge of the Public Finance Management Act, Treasury Regulations; Knowledge of the Department of Justice and Constitutional Development and its Third Party Fund functions and services will serve as a recommendation. Skills and Competencies: Planning and organizing; Problem solving and decision-making skills; Ability to interpret and apply policies; Computer literacy; Good Communication skills (verbal and written).
<u>DUTIES</u>	:	Key Performance Areas: Provide training and on-site support; Provide support with EFT Deployment; Implement system and roll out; Manage Third Party Funds documentation; Facilitate audits.
<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, Mafikeng or https://forms.office.com/r/X2XaVPasWu
<u>POST 31/48</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 25/VA29/NW</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's Office: Potchefstroom
	:	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; A valid driver's license; Proficiency in English and in two or more indigenous languages. Language Proficiency: Setswana, English, Afrikaans, Isizulu or IsiXhosa. Skills and Competencies: Good communication skills (verbal and written); Computer literacy; Listening skills; Interpersonal relation and 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 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, Mafikeng or
<https://forms.office.com/r/X2XaVPasWu>

<u>POST 31/49</u>	:	<u>ADMINISTRATIVE OFFICER: FLEET MANAGEMENT REF NO: 25/20/KZN</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office, Durban
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification as recognized by SAQA in Financial Management/ Public Management/ Administration/ Auditing/ Cost Management/ Supply Chain Management/ Logistics/ Purchasing Management/ Business Management/ Financial Accounting; A minimum of 3 years' experience in Supply Chain Management (Fleet); Knowledge and understanding of Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulation, Departmental Financial Instructions, the Public Finance Management Act, Supply Chain Management, Interpretation and application of policies, prescripts and procedures; Knowledge of assets management framework and policies, Basic Accounting System (BAS). Skills and Competencies: Computer literacy (MS Office and Excel); Good communication skills (verbal and written); Planning and organizing skills; Project management skills; Client orientation and customer focus skills; Financial management skills; Presentation and facilitation skills; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Provide administrative support services relating to transport/fleet; Manage records and register vehicle mileage usage; Monitor vehicle maintenance and compliance services; Provide guidance on financial and supply chain management services (Fleet related); Provide effective people management.
<u>ENQUIRIES</u>	:	Ms M.P. Khoza Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address or https://forms.office.com/r/X2XaVPasWu
<u>POST 31/50</u>	:	<u>SECRETARY: LEGAL PROCESS REF NO: 25/93/LD</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 (with typing as a subject or Secretarial Certificate or any other training course /qualification that will enable the person to perform the work satisfactorily); Knowledge of Financial provisioning and / or Administration procedure and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government and relevant legislation. Skills and Competencies: Communication skills (verbal & written); Computer literacy; Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation.
<u>DUTIES</u>	:	Key Performance Areas: Make travel arrangements, process travel and subsistence claims for the manager and members of the unit; Render effective and efficient secretarial services; Provide general clerical office administration; Coordinate unit activities, inputs and compile various reports; Manage the diary of the Manager.
<u>ENQUIRIES</u>	:	Mr M Mokoena Tel No: (012) 744 2026
<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 OR https://forms.office.com/r/X2XaVPasWu