

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** : 25 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 27 dated 01 August 2025 with the closing date of 18 August 2025: 1. Assistant Director: Security and Risk Management, Provincial Office, Bloemfontein with Ref No: 25/09FS the years of experience was omitted. It should be read as follows: A minimum of 3 years' experience in Security Management at a supervisory level and the post of Chief Accounting Clerk with Ref No: 2025/35/MP has been withdrawn.

MANAGEMENT ECHELON

- POST 28/61** : **MASTER (HEAD OF OFFICE) REF NO: 25/19/FS**
- SALARY** : R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of The High Court, Bloemfontein
- REQUIREMENTS** : An undergraduate Legal (LLB) qualification (NQF level 7) as recognized by SAQA or equivalent recognized legal qualification; Nyukela certificate (certificate of entry into Senior Management services from school of governance; 5 years' experience at middle/senior management level; Admittance as an Advocate/Attorney with right of appearance at the High Court; Knowledge of the Foundations of South African law, Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; South African family law, constitutional law, intellectual property, evidence and African Customary Law. Skills and Competencies: Strategic capability and

		leadership; Project and programme management; Financial Management; Change management; Knowledge management; Service Delivery Innovation (SDI); Diversity management; Client Orientation and Customer Focus; Good communication skills (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage and monitor the implementation of Guardian's Fund; Manage and monitor the implementation of Deceased Estate; Manage the administration of Curatorship and registration of Trust; Manage the administration of Insolvencies; Monitor and manage service points operations; Manage human, financial and other resources.
<u>ENQUIRIES</u>	:	Ms N Dywili at (073) 775 0709
<u>APPLICATIONS</u>	:	Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300.

OTHER POSTS

<u>POST 28/62</u>	:	<u>SENIOR FAMILY ADVOCATE – (LP9) REF NO: 25/38/FS</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, Bloemfontein
<u>REQUIREMENTS</u>	:	An LLB Degree or recognised 4 year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admission as an Advocate; A valid driver's licence. Knowledge of applicable Standard Operation Procedures (SOP's); Proven track record of previous managerial experience in a legal environment. Skills and Competencies: Good communication (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.
<u>DUTIES</u>	:	Key Performance Areas: Manage the implementation and monitoring 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>	:	Ms N Dywili at (073) 775 0709
<u>APPLICATIONS</u>	:	Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/63</u>	:	<u>FAMILY ADVOCATE (LP7-LP8) REF NO: 04/25/LMP</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</u>	:	Office of the Family Advocate: Polokwane
<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; 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</u>	:	Mr. M.D Chauke Tel No: (015) 287 2080 or Ms. M.P Mongalo Tel No: (015) 287 2037
<u>APPLICATIONS</u>	:	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>POST 28/64</u>	:	<u>DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 05/25/LMP</u>
<u>SALARY</u>	:	R896 436 702 – R1 247 574 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Sekhukhune District
<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</u>	:	Limpopo: Mr. M.D Chauke Tel No: (015) 287 2080 or Ms. M.P Mongalo Tel No: (015) 287 2037
<u>APPLICATIONS</u>	:	Limpopo, 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>POST 28/65</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION REF NO: 25/87/DG</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 appropriate 3 year National Diploma (NQF level 6)/Degree in Office Administration / Public Management / Public Administration / Business Administration as recognized by SAQA or Equivalent; A minimum of 3 years' experience in Office Administration at managerial (Assistant Director) level; Knowledge and understanding of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions; Understanding of the Code of Conduct, applicable legislation (such as Basic Conditions of Employment Act, Labour Relation Act); Knowledge of the Administration of an Office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and financial 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: Manage strategic administrative support functions; Execute/Coordinate external strategic alliances between the office and other stakeholders; Manage and provide administration support services; Manage general support services in the office; Manage human, finance and other resources.
<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 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 28/66</u>	:	<u>SENIOR LECTURER: CIVIL AND FAMILY LAW TRAINING REF NO: 25/82/IDS</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>	:	Brigitte Mabandla Justice College
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification as recognized by SAQA in Law/LLB; A minimum of 3 years' experience in lecturing / formal tutoring in law environment in academia of which 3 years must be at supervisory level; Knowledge and understanding of South African higher education systems and regulatory framework, Teaching and Learning theory interventions, Corporate Governance of Justice College Policy Framework and Justice System; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Service Delivery Innovation; Problem solving and analysis; People management and empowerment; Communication (verbal and written); Computer literacy; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and facilitate teaching and education for civil and family law programmes; Coordinate and facilitate the provision of student support in civil and family law programmes; Coordinate and conduct academic research and development; Maintain partnerships with relevant stakeholders; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms M P Leshilo Tel No: (012) 357 8240
<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>POST 28/67</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: Polokwane Ref No: 06/25/LMP (X1 Post) State Attorney Thohoyandou Ref No: 07/25/LMP (X1 Post) Office of the State Attorney, Cape Town Ref No: 52/2025/SA/WC (X3 Posts)
<u>REQUIREMENTS</u>	:	An LLB or 4 year recognized legal qualification; At least 4 years appropriate post qualification legal/litigation experience; Admittance as an Attorney; 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; Conveyancing experience will be an added advantage; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the Higher Court, Magistrate Courts, Labour Courts, Land Courts, Land Claims Courts, CCMA, Tax and Tax tribunals; Re-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 supervision and training to other professional staff.
<u>ENQUIRIES</u>	:	Limpopo: Ms. M.P Mongalo Tel No: (015) 287 2037 or Mr. M.I Modiba Tel No: (015) 287 2034 Western Cape: Mr M Koopman Tel No: (021) 462 5471
<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

	:	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 visit https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION NOTE</u>	:	Ms P Paraffin
	:	Coloured; Indian; White and People with disabilities. A current certificate of good standing from the relevant Law Society must accompany the application form. Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/68</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: NRSO (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
	:	An LLB Degree or a four year legal qualification as recognized by SAQA; At least 8 years appropriate post qualification legal experience; Experience in dealing with legislation and litigation of cases pertaining to the NRSO, coordinating training and service delivery improvement programmes; Experience in liaising with other government departments, non- governmental and/or community-based organizations; Knowledge of Criminal, Jurisprudence law cases and 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 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 visit https://forms.office.com/r/X2XaVPasWu
<u>POST 28/69</u>	:	<u>DEPUTY MASTER REF NO: 25/08/KZN</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>	:	Master of The High Court: Pietermaritzburg
	:	LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorship, Trusts and Guardians Fund. Skills and competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; Good communication skills (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the Strategic Objectives of both the Masters Branch as well as the Department; Provide effective and

		efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
<u>ENQUIRIES</u>	:	Ms N.F. Nkosi Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Kwazulu-Natal: Quoting 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 28/70</u>	:	<u>COURT MANAGER (X4 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: Vuwani Ref No: 08/25/LMP (X1 Post) Magistrate Office: Dzanani Ref No: 09/25/LMP (X1 Post) Magistrate Office: Thohoyandou Ref No: 10/25/LMP (X1 Post) Magistrate Office: Senwabarwana Ref No: 11/25/LMP (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 an analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<u>ENQUIRIES</u>	:	Ms Mathosa M.F Tel No: (015) 287 2035. Ms Mongalo M.M Tel No: (015) 287 2037.
<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: https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/71</u>	:	<u>SOCIAL WORKER SUPERVISOR GRADE 1 -2 REF NO: 25/36/FS</u>
<u>SALARY</u>	:	R477 564 – R893 949 per annum, (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate, Bloemfontein
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Social Work which allows for professional registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; Social work supervisory experience will be an added advantage; Knowledge and experience in Mediation; Court experience in evidence, knowledge and application of family law, including mediation in certain divorce matters Act, Maintenance Act and Domestic Violence Act, Children's Act (inclusive of Hague Convention on international child abduction); A valid driver's licence. Skills and Competencies: Supervisory Skills; Computer literacy (MS Office); Communication skills (verbal and written); Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Oversee child focus forensic assessment services; Supervise risk related to children's care environment and or contacts;

		Supervise the provision of Expert witness evidence in Court of Law; Oversee Implementation and monitoring operational performance of forensic social work services; Conduct Appropriate Disputes Resolutions, Compile and register Parental Responsibilities and Rights (PRR) and Parenting Plans; Manage human, finance and other resources
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili at (073) 775 0709
	:	Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 28/72</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 25/08/FS</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>	:	Provincial Office, Bloemfontein
	:	An NQF level 6 qualification as recognized by SAQA in Property Management /Real Estate/ Property Studies; A minimum of 3 years' experience in facilities management /property management/real estate environment at a supervisory level; A valid driver's license will be an added advantage. Knowledge of facilities and building management principles and best practices, Government Immovable Assets Management Act (GIAMA) and Supply Chain Management Framework; Knowledge of National Building Regulations, prescripts and frameworks on corporate performance and technical knowledge within the Built Environment; Understanding of the Occupational Health and Safety Act (OHS), procurement processes; Knowledge of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Project Management; Financial Management skills; communications skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team oriented, and results driven; Interpersonal relations and customer orientation; Creative and analytical; Problem solving and conflict management; Continual learning and information search; Accuracy and attention to detail; People Management skills.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the implementation of facilities management strategy and plan. Facilitate the provision of facilities operations and maintenance. Facilitate the implementation of special project (repairs and maintenance). Facilitate and monitor facilities management financial and resource. Maintain partnerships with relevant stakeholder. Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili at (073) 775 0709
	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 No 108 St Andrew Street, Bloemfontein or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/73</u>	:	<u>ASSISTANT DIRECTOR: TRANSLATION AND EDITORIAL SERVICES: XITSONGA REF NO: 25/64/SLA</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 appropriate qualification (NQF level 6) in Communication or Linguistics as recognized by SAQA; A minimum of 3 years' experience in a translation services work environment; Language requirement: Major in Xitsonga; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions; Understanding of Code of conduct; Knowledge and understanding of applicable legislation (such as Basic Condition of Employment Act, Labour Relation 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; Problem solving and decision making; Project management; Team leadership; Communication (verbal and written); Computer literacy.

<u>DUTIES</u>	:	Key Performance Areas: Oversee the translation function; Edit translated Bills; Manage terminology development; Manage human, finance and other resources.
<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 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 28/74</u>	:	<u>ASSISTANT DIRECTOR: INTERPRETING SERVICES REF NO: 25/83/CA (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 REQUIREMENTS</u>	:	National Office, Pretoria
	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Legal Interpreting and Language Practice; A minimum of 3 years' experience of administration in language practice/interpreting at functional level; Language requirement: isiZulu and Sesotho Knowledge of procurement processes, secretarial support during meetings/ events/ workshops; Knowledge of Criminal, Civil law and family cases and Constitutional law cases; Knowledge and understanding of the legislative framework governing the Public Services, Financial Management and regulatory framework/ guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act; Knowledge and understanding of Interpretation of statutes and Office administration. 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; Communication (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the rendering of interpreting services in the Department; Coordinate training on court interpreting services; Facilitate the implementation of policies and framework related to foreign and local languages; Provide effective people management.
<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 28/75</u>	:	<u>PRINCIPAL COURT INTERPRETER (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>	:	Magistrate Court, Port Shepstone Ref No: 25/11/KZN
<u>REQUIREMENTS</u>	:	Magistrate Court, Ntuzuma Ref No: 25/12/KZN
	:	NQF level 4/Grade 12, National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Five years of practical experience as a Court Interpreter with minimum of two years supervisory experience; Proficiency in English and two or more indigenous languages; A valid driver's license. Skills and Competencies: Communications skills; Computer literacy; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Manage and supervise Interpreters for offices under District; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Provide effective people management; Procure foreign language interpreters and casual Interpreters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V. Mlandeliso Tel No: (031) 372 3000
	:	Quoting 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>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/76</u>	:	<u>ASSISTANT STATE ATTORNEY - LP3-LP4 (X2 POSTS)</u>
<u>SALARY</u>	:	R377 523 – R1 032 906 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Polokwane Ref No: 14/25/LMP (X1 Post) State Attorney, Thohoyandou Ref No: 15/25/LMP (X1 Post)
<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>	:	Ms. Mongalo M.P Tel No: (015) 287 2037 OR Ms Phalane M.R 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: 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 per centre and quoting the relevant reference number.
<u>POST 28/77</u>	:	<u>COURT INTERMEDIARY REF NO: 13/25/LMP</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: Lebowakgomo
<u>REQUIREMENTS</u>	:	A three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; Teaching, Social Work/ Family Counselling, Child Care and youth development, Paediatrics, Psychiatry, Clinical counselling, Educational Psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework. (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). A valid driver's license Proficiency in the following languages: English, Sepedi, Setswana and IsiNdebele; Knowledge of any foreign languages will be an added advantage. Skills and Competencies: Communication and empathetic listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem-solving and decision-making skills.
<u>DUTIES</u>	:	Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.

<u>ENQUIRIES</u>	:	Mr. L Mapelane Tel No: (015) 287 2035 or Mr. Modiba M.I Tel No: (015) 287 2034.
<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: https://forms.office.com/r/X2XaVPasWu
<u>POST 28/78</u>	:	<u>ADMINISTRATION OFFICER (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>	:	Magistrate Office: Stellenbosch Ref No: 13/2025/WC (X1 Post) Magistrate Office: Khayelitsha Ref No: 14/2025/WC (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>	:	Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/79</u>	:	<u>FAMILY LAW ASSISTANT (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Polokwane Ref No: 17/25/LMP (X1 Post) Family Advocate: Thohoyandou Ref No: 18/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	A three (3) years qualification in a Legal field and/or equivalent legal qualification; knowledge in the functions of the Office of the Family Advocate, knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's act, Maintenance Act and Domestic Violence Act, (inclusive of Hague Convention on International Child Abduction). Skills and Competences: Communication skills (written and verbal); Computer literacy (MS Office); Mediation skills; Attention to detail; Conduct legal research; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Conduct screening interviews and parental responsibilities and rights information sessions, Assist members of the public with the completion of forms and queries, Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding Parental Responsibilities and Rights.
<u>ENQUIRIES</u>	:	Mr. L Mapelane Tel No: (015) 287 2035 or Mr M.P Mongwe Tel No: (015) 287 2034.
<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 https://forms.office.com/r/X2XaVPasWu

<u>POST 28/80</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 19/25/LMP</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Thohoyandou
<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>	:	Mr L Mapelane Tel No: (015) 287 2035 or Mr M.P Mongwe Tel No: (015) 287 2034
<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: https://forms.office.com/r/X2XaVPasWu
<u>POST 28/81</u>	:	<u>MAINTENANCE INVESTIGATOR REF NO: 2025/45/MP</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: Kwa-Mhlanga
<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>	:	Ms KN Zwane Tel No: (013) 753 9300/249
<u>APPLICATIONS</u>	:	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 visit: https://forms.office.com/r/X2XaVPasWu
<u>POST 28/82</u>	:	<u>SECRETARY REF NO: 25/24/KZN</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office, Durban
<u>REQUIREMENTS</u>	:	Grade 12 (With Secretarial 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's; Ability to correctly interpret relevant documentation; Numeracy; Intermediate typing skills.
<u>DUTIES</u>	:	Key Performance Areas: Provides a Secretarial/receptionist support service to the manager; Provides clerical support service to the manager; Provides support to manager regarding meetings.
<u>ENQUIRIES</u>	:	Ms MP Khoza Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quoting 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 28/83</u>	:	<u>SECRETARY TO THE REGIONAL COURT PRESIDENT REF NO: 2025/20/MP</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela Magistrate Office
	:	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's; Ability to correctly interpret relevant documentation; Numeracy; Intermediate typing skills.
<u>DUTIES</u>	:	Key Performance Areas: Provides a Secretarial/receptionist support service to the manager; Provides clerical support service to the manager; Provides support to manager regarding meetings; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms KN Zwane at (060) 532 2006
	:	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
<u>POST 28/84</u>	:	<u>ACCOUNTING CLERK: SALARIES AND EXPENDITURE REF NO: 2025/34/MP</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Provincial Office
	:	A Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy; Planning and organizing skills; Good Communication (verbal and written) skills; Basic Numeracy skills; Ability to work under pressure; Ability to operate office equipment; Attention to detail.
<u>DUTIES</u>	:	Render Financial Accounting transactions; Perform Salary Administration support services; Perform Bookkeeping support services; Render a budget support service.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TV Mavundla at (078) 802 0741
	:	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
<u>POST 28/85</u>	:	<u>DEBT COLLECTION CLERK REF NO:55/2025/WC</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the State Attorney, Cape Town
	:	A Senior Certificate or equivalent qualification; 7 – 12 months appropriate work experience. Skills and Competencies: Computer skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Technical proficiency; Teamwork.
<u>DUTIES</u>	:	Key Performance Areas: Render debt collection processes for the office; Draft routine correspondence and reports; Draft and type pleadings such as summons, warrant of execution and judgment notice of sale, Section 65 notice; Draft affidavits; Provide clerical administration of debt collection; Administer an effective filing system; Render financial accounting transactions; Calculate payments and interest towards settlement of debts; Consult with clients and debtors to negotiate payments.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Koopman Tel No: (021) 462 5471
	:	Please forward your application to: Attention: Ms P Paraffin 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
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a personnel vetting process.

<u>POST 28/86</u>	:	<u>COURT INTERPRETER (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: Middelburg Ref No: 2025/13/MP (X1 Post) Magistrate Office: Thohoyandou Ref No: 27/25/LMP (X4 Posts) Magistrate office: Modimolle Ref No: 28/25/LMP (X1 Post) Magistrate Office: Nebo Ref No: 29/25/LMP (X1 Post) Magistrate Office: Lephalale Ref No: 30/25/LMP (X1 Post) Magistrate Office: Praktiseer Ref No: 31/25/LMP (X1 Post) Magistrate Office: Mokopane Ref No: 32/25/LMP (X1 Post) Magistrate Office: Sekhukhune Ref No: 33/25/LMP (X1 Post) Magistrate Office: Waterval Ref No: 34/25/LMP (X1 Post) Magistrate Office: Lenyenye Ref No: 35/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 or equivalent qualification; Three months Practical experience will be an added advantage; Driver's license will be an added advantage. Proficiency in English and one or more indigenous languages; Language proficiency Middelburg: SeSotho; IsiXhosa, IsiZulu. Language requirements: Thohoyandou (Venda, Tsonga & Shona); Modimolle (Sepedi, Tsonga & Xhosa); Nebo (Tsonga, Venda & Ndebele); Lephalale (Sepedi, Tsonga & Xhosa); Praktiseer (Sepedi, Zulu & Shona); Mokopane (Afrikaans, Venda & Tsonga); Sekhukhune (Zulu, Tsonga, Venda & Shona); Waterval (Tsonga, Venda & Shona); Lenyenye (Sepedi, Tsonga & Venda); Skills and Competencies: Good communication (written and verbal); Ability to maintain interpersonal relations; Accuracy and attention to detail, Computer literacy.
<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>	:	Mpumalanga: Mr. TV Mavundla at (078) 802 0741 Limpopo: Mr L Mapelane Tel No: (015) 287 2035 or Mr P.M 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>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/87</u>	:	<u>ADMINISTRATION CLERK (X35 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: White River (Masoyi) Ref No: 2025/06/MP (X1 Post) Magistrate Office: Carolina Ref No: 2025/46/MP (X1 Post) Magistrate Office: Thulamahashe Ref No: 2025/44/MP (X1 Post) Master of The High Court: Middelburg Ref No: 2025/43/MP (1 Post) Magistrate Office: Mankweng Ref No: 62/25/LMP (X1 Post) Magistrate Nkowankowa Ref No: 61/25/LMP (X1 Post) Magistrate Lebowakgomo Ref No: 57/25/LMP (Domestic) (1 Post) Magistrate Office: Lebowakgomo Ref No: 50/25/LMP (Family Law Service) (X1 Post) Magistrate Office: Mookgopong Ref No: 46/25/LMP (Family Law Service) (X1 Post) Magistrate Office: Thohoyandou Ref No: 48/25/LMP (Family Law Service) (X1 Post) Magistrate Office: Ga-Kgapane Ref No: 41/25/LMP (Cash Hall) (X1 Post) Magistrate Office: Lephalale Ref No: 39/25/LMP (Cash Hall) (X1 Post) Magistrate Office: Mookgopong Ref No: 38/25/LMP (X1 Post) Magistrate Office: Praktiseer Ref No: 44/25/LMP (Cash Hall) (X1 Post) Magistrate Office: Thohoyandou Ref No: 43/25/LMP (Cash Hall) (X1 Post)

Magistrate Office Modimolle Ref No: 54/25/LMP (X1 Post)
 Magistrate Office: Namakgale Ref No: 55/25/LMP (X1 Post)
 Magistrate Office: Thabazimbi Ref No: 56/25/LMP (X1 Post)
 Magistrate Office: Senwabarwana Ref No: 53/25/LMP (X1 Post)
 Magistrate Office: Mookgopong Ref No: 51/25/LMP (X1 Post)
 Magistrate Office: Lephalale Ref No: 52/25/LMP (X1 Post)
 Magistrate Office: Senwabarwana Ref No: 42/25/LMP (Cash Hall) (X1 Post)
 Magistrate Office: Nebo Ref No: 37/25/LMP (Cash Hall) (X4 Posts)
 Magistrate Office: Mahwelereng Ref No: 45/25/LMP (Cash Hall) (X1 Post)
 Magistrate Office: Lenyenye Ref No: 40/25/LMP (Cash Hall) (X1 Post)
 Magistrate Office: Praktiseer Ref No: 63/25/LMP (Registry Services) (X1 Post)
 Magistrate Office: Senwabarwana Ref No: 47/25/LMP (Family Law Service) (X2 Posts)
 Magistrate Office: Mankweng Ref No: 49/25/LMP (Family Law Service) (X1 Post)
 Magistrate Office: Seshego Ref No: 58/25/LMP (Domestic Violence) (X1 Post)
 Magistrate Office: Tshilwavirusiku Ref No: 60/25/LMP (Civil & Small Claims) (X1 Post)
 Magistrate Office: Moutse Ref No: 59/25/LMP (Civil & Small Claims) (X1 Post)

REQUIREMENTS

: Grade 12 or equivalent qualification. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing.

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

: Mpumalanga: Mr TV Mavundla at (078) 802 0741
 Nkownkowa: Ms Maripane M.P Tel No: (015) 303 1726
 Mankweng: Ms. M.B Molepo Tel No: (015) 286 2200 or Ms A.T Bilankulu Tel No: (013) 980 0005 or Ms M Kekana Tel No: (015) 223 5111
 Lebowakgomo: Ms Ntini S.A Tel No: (015) 633 2630
 Mookgopong: Ms I Mamabolo Tel No: (014) 743 2218
 Thohoyandou: Ms R.T Mathalise Tel No: (015) 962 5558
 Ga-Kgapane: Mr. M Mulaudzi Tel No: (015) 328 3002
 Lephalale: Mr. L.M Aphané Tel No: (015) 763 2178
 Praktiseer: Mr TA. Matakala Tel No: (013) 474 2219
 Modimolle: Ms S Molomo Tel No: (014) 717 5316
 Namakgale: Ms M.J Mawela Tel No: (015) 769 1424.
 Moutse: Ms A.T Bilankulu Tel No: (013) 980 0005.
 Tshilwavirusiku: Ms M.S Marema Tel No: (015) 505 5998
 Seshego: Ms M Kekana Tel No: (015) 223 5111
 Mankweng: Ms. M.B Molepo Tel No: (015) 286 2200
 Senwabarwana: Mr L.S. Malemela Tel No: (015) 505 3000
 Lenyenye: Mr. G. P Mdluli Tel No: (015) 355 3414
 Mahwelereng: Mr. L.O Munzhelele Tel No: (015) 483 0302

APPLICATIONS

: **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](https://forms.office.com/r/X2XaVPasWu)
Nkownkowa: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private X1415, Letaba, 0870. or Physical address /Reception area Magistrate Office Nkownkowa or
<https://forms.office.com/r/X2XaVPasWu>
Mankweng: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Mankweng Private Bag X1114, Sovenga, 0727. or Physical address /Reception area Magistrate Mankweng reception area: or <https://forms.office.com/r/X2XaVPasWu>
Lebowakgomo: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Lebowakgomo; Private Bag X05, Chuenespoort, 0745. Or Physical address /Reception area Magistrate Lebowakgomo reception area or
<https://forms.office.com/r/X2XaVPasWu>
Thohoyandou: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Thohoyandou Private Bag

X5005, Thohoyandou, 0950 or Physical address /Reception area Magistrate Thohoyandou reception area or <https://forms.office.com/r/X2XaVPasWu>

Mookgopong: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X308, Naboomspruit, 0560. Or Physical address /Reception area Magistrate Office Mookgopong Or <https://forms.office.com/r/X2XaVPasWu>

Ga-Kgapane: Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Ga-Kgapane, Private Bag X701, Ga Kgapane, 0838 or Physical Address: Reception area Magistrate Ga - Kgapane Cnr SAPS & Post Office, Ga-Kgapane, 0838. Or: <https://forms.office.com/r/X2XaVPasWu>

Lephalale Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Lephalale Private Bag X201, Ellisras, 0555. OR Physical Address: Reception Area, Magistrate Lephalale, Or: <https://forms.office.com/r/X2XaVPasWu>

Praktiseer: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager Department of Justice & Constitutional Development, Private Bag X1013, Burgersfort, 1150. or Physical address: Magistrate Praktiseer reception area, Or <https://forms.office.com/r/X2XaVPasWu>

Modimolle: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X1011, Modimolle, 0510. OR Physical address: Reception area, Magistrate Modimolle Office Or <https://forms.office.com/r/X2XaVPasWu>

Namakgale: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Namakgale, Private Bag X11007, Namakgale 1391 or Physical address: Reception Area, Magistrate Namakgale. Or <https://forms.office.com/r/X2XaVPasWu>

Moutse: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X4565 Dennilton, 1030. OR Physical address /Reception area Magistrate Office Moutse. Or: <https://forms.office.com/r/X2XaVPasWu>

Tshilwavhusiku: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X701, Tshilwavhusiku, 0938. Or Physical address /Reception area Magistrate Office Tshilwavhusiku. Or: <https://forms.office.com/r/X2XaVPasWu>

Seshego: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Seshego; Private Bag X4007, Seshego, 0742 or Physical address /Reception area Magistrate Seshego reception area or <https://forms.office.com/r/X2XaVPasWu>

Mankweng: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Mankweng Private Bag X1114, Sovenga, 0727. Or Physical address /Reception area Magistrate Mankweng reception area or <https://forms.office.com/r/X2XaVPasWu>

Senwabarwana Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X5001, Senwabarwana, 0790. Or Physical address /Reception area Magistrate Office Senwabarwana. Or: <https://forms.office.com/r/X2XaVPasWu>

Lenyenye: Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Lenyenye, Private Bag X1416, Lenyenye, 0857 or direct your application to: Hand Delivery Address: Reception Area, Magistrate Lenyenye, Lenyenye, 0857, Or <https://forms.office.com/r/X2XaVPasWu>

Mahwelereng, Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Mahwelereng, Private Bag X2493, Mahwelereng, 0600 or direct your application to: Hand Delivery Address: Reception area Magistrate Mahwelereng, Mahwelereng, 0600. Or <https://forms.office.com/r/X2XaVPasWu>

<u>POST 28/88</u>	:	<u>SECURITY OFFICER REF NO: 25/33/FS</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's Office, Welkom
<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>	:	Ms N Dywili Tel No: (051) 407 1800
<u>APPLICATIONS</u>	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 No 108 St Andrew Street, Bloemfontein, Or https://forms.office.com/r/X2XaVPasWu .