

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** : 18 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.

MANAGEMENT ECHELON

- POST 27/136** : **DIRECTOR: FINANCE REF NO: 2025/61/GP**
- 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** : Provincial Office Gauteng
- REQUIREMENTS** : An appropriate undergraduate (NQF level 7) as recognised by SAQA in Financial Accounting /Financial Management/ Internal Audit; 5 years experience at middle/senior management level in financial management environment; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the National School of Government); Knowledge of budget management and financial management principles; 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, Departmental Financial Instructions, the Public Finance Management Act. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity; Personal attributes. Key Performance Areas: Manage the development of budget; Manage the expenditure patterns; Manage and provide asset management services;
- DUTIES**

ENQUIRIES : Manage and provide supply chain services; Manage and provide Third Party
APPLICATIONS : Funds (TPF) services; Manage human, finance and other resources.
 : Ms RR Moabelo Tel No:(011) 332 9000
 : 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>.

OTHER POSTS

POST 27/137 : **SENIOR FAMILY ADVOCATE: LP9 (X2 POSTS)**

SALARY : R1 195 110 – R1 859 814 per annum, (Salary will be in accordance with OSD
 determination). The successful candidates will be required to sign a
 performance agreement.

CENTRE : Family Advocate: Nelspruit Ref No: 2025/33/MP (X1 Post)
 Family Advocate Ref No: 2025/63/GP (X1 Post)

REQUIREMENTS : An LLB Degree or 4-year recognised 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: Strategic Capability and
 leadership, Project and Programme management, Financial management,
 Change management, Knowledge management, Service Delivery Innovation
 (SDI); Problem solving and analysis, Diversity management, Client Orientation
 and Customer focus, Communication, Honesty and integrity.

DUTIES : 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.

ENQUIRIES : Mpumalanga: Mr DS Nkosi at (083) 299 4906
 Gauteng: Ms. RR Moabelo Tel No: (011) 332 9000

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>.
Gauteng: Quoting the relevant reference number, direct your application to:
 The Provincial Office, Private Bag X6, Johannesburg, 2000 OR 7th Floor
 Schreiner Chambers, 94 Pritchard Street, Johannesburg OR
<https://forms.office.com/r/X2XaVPasWu>.

NOTE : Separate application must be made per centre and quoting the relevant
 reference number Note: People with disabilities are encouraged to apply.

POST 27/138 : **SOCIAL WORK MANAGER (GRADE 1 – 2) REF NO: 2025/64/GP**

SALARY : R970 686 – R1 360 185 per annum, (Salary will be in accordance with the OSD
 determination). The successful candidate will be required to sign a
 performance agreement.

CENTRE : Family Advocate: Pretoria

REQUIREMENTS : Bachelor Degree in Social Worker; A minimum of 10 years appropriate/
 recognizable experience in social work after registration as Social Worker with
 the SACSSP; Registration with the SACSSP as a Social Worker. Skills and
 Competencies: Legal Research; Legal Drafting; Applied Strategic Thinking;
 Applied Technology; Budgeting and Financial Management; Communication
 and Information Management; Continuous Improvement; Citizen Focus and
 Responsiveness; Developing Others; Diversity Management; Impact and
 Influence; Managing Interpersonal Conflict and Resolving Problems;
 Networking and Building Bonds; Planning and Organizing; Problem Solving
 and Decision Making; Team Leadership., Computer literacy.

DUTIES : Key Performance Areas: Manage child focus forensic assessment services,
 Manage risk related to children's care environment and or contracts, Manage
 the provision of Experts witness evidence in Courts of Law; Oversee