

**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](http://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

		implementation and monitoring operational performance of forensic social work services; Manage the Conduct Appropriate Disputes Resolutions, Compile and register Parental Responsibilities and Rights (PRR) and parenting Plans; Provide generic supervisory and management functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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 7th Floor Schreiner Chambers, 94 Pritchard Street, Johannesburg OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>POST 27/139</u></b>	:	<b><u>FAMILY ADVOCATE LP7-LP8 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidates will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Family Advocate: KwaMhlanga Ref No: 2025/31/MP Family Advocate: Nelspruit Ref No: 2025/32/MP
<b><u>REQUIREMENTS</u></b>	:	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 written); Litigation and Advocacy skills; Legal research and drafting; Dispute resolution; Case flow management and Mediation.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute and conduct enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Deal with Hague matters and all relevant circuit courts within the province.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms NC Maseko at 083 284 9056
	:	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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/140</u></b>	:	<b><u>DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 25/41/FS</u></b>
<b><u>SALARY</u></b>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Xhariep District
<b><u>REQUIREMENTS</u></b>	:	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: Applied strategic thinking; Planning and organizing; Problem solving and decision making; Project management; Managing Interpersonal relationship; Communication and information Management; Developing others; Diversity Management; Conflict management; Computer literacy.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 27/141</u></b>	:	<b><u>SENIOR ASSISTANT STATE ATTORNEY (LP5 - LP6) (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE</u></b>	:	State Attorney: Johannesburg Ref No: 2025/29/GP (X3 Posts)

	State Attorney: Pretoria Ref No: 2025/30/GP (X3 Posts)
	State Attorney: Durban Ref No: 25/07/KZN (X1 Post)
<b><u>REQUIREMENTS</u></b>	: 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.
<b><u>DUTIES</u></b>	: Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, Commission for Conciliation, Mediation and Arbitration, Tax and Tax tribunals; 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 effective people management.
<b><u>ENQUIRIES</u></b>	: <b>Gauteng:</b> Ms V Shiburi Tel No: (011) 332 9000 <b>KwaZulu-Natal:</b> Ms V.T. Mlandiso Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	: <b>Gauteng:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . <b>KwaZulu-Natal:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>NOTE</u></b>	: Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/142</u></b>	: <b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	: 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.
<b><u>CENTRE</u></b>	: Provincial Office, Western Cape Ref No. 34/2025/WC (X1 Post) Mpumalanga Provincial Office Ref No: 2025/40/MP (X1 Post)
<b><u>REQUIREMENTS</u></b>	: An LLB Degree or equivalent qualification; At least 8 years appropriate post qualification legal/ litigation experience; A valid driver's license; Knowledge of the South African Legal System; Supervisory/management experience will be an added advantage; Knowledge of the South African Legal System, Legal Practices and related spheres with specific reference in civil litigation and the law of contract; Knowledge of criminal procedure, practices and court rules; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act; Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act; Knowledge and experience of the judicial system and functions of the court; Knowledge and experience in office administration. Skills and Competencies: Legal Research; Legal drafting; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and Information management; Computer literacy; Continuous improvement; Citizen Focus and Responsiveness; Diversity management; Impact and Influence; Managing Interpersonal Conflict; Planning and organising; Problem solving and decision making; Teamwork.
<b><u>DUTIES</u></b>	: Key Performance Areas: Facilitate and conduct outreach training, and awareness on various pieces of legislations, constitutional imperatives, and legal policy frameworks; Manage and administer the establishment of specialised courts and matters pertaining to vulnerable persons; Manage and coordinate corporate legal support and loss control in the province; Manage and coordinate quasi-judicial and statutory appointment matters; Manage human, finance, and other resources.
<b><u>ENQUIRIES</u></b>	: Western Cape: Ms P Paraffin Tel No: (021) 462 5471 Mpumalanga: Mr R DS Nkosi at 083 299 4906

<b><u>APPLICATIONS</u></b>	:	<p><b>Western Cape:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>. For Attention: Ms P Paraffin</p> <p><b>Mpumalanga:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a></p>
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/143</u></b>	:	<b><u>COURT MANAGER (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	<p>Mashishing Magistrate Office Ref No: 2025/39/MP (X1 Post)</p> <p>Nkomazi Magistrate Office Ref No: 2025/19/MP (X1 Post)</p> <p>Magistrate Office, Ixopo Ref No: 25/09/KZN (X1 Post)</p>
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	<p>Mpumalanga: Ms. NC Maseko: Tel No: 083 2849056</p> <p>Kwazulu-Natal: Ms NF Nkosi Tel No: (031) 372 3000</p>
<b><u>APPLICATIONS</u></b>	:	<p><b>Mpumalanga:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a></p> <p><b>KwaZulu-Natal:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a></p>
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/144</u></b>	:	<b><u>LECTURER: CIVIL AND FAMILY LAW REF NO: 25/81/IDS</u></b>
<b><u>SALARY</u></b>	:	R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Brigitte Mabandla Justice College
<b><u>REQUIREMENTS</u></b>	:	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; 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, Research and Curriculum Development; 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; Ability to provide student support services work with and learn more about digitalized academic platforms. Skills

		and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Communication (verbal and written) skills; Computer literacy (MS Office); Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Facilitate teaching and education for civil and family law programmes; Facilitate and provide student support in civil and family law programmes; Facilitate and conduct academic research and development; Collaborate and maintain partnerships with relevant stakeholders.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M P Leshilo Tel No: (012) 357 8240
	:	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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 27/145</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR GRADE 1 -2 REF NO: 2025/57/GP (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Family Advocate: Pretoria
	:	A Bachelor Degree in Social Work; 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. Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State, the State Attorney Act, the Public Finance Management Act, the Treasury Regulations, the Department of Justice and Constitutional Development Financial Instructions and the State Liability Act; Knowledge and experience in office administration. Skills and Competencies: Legal Research; Legal drafting; Applied strategic thinking; Applying 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 organizing; Problem solving; Decision making; Team Leadership.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Oversee child focus forensic assessment services; Supervise risk related to children's care environment and or contracts; Supervise the provision of Experts witness evidence in Courts of Law, oversee implementation and monitoring the operational performance of forensic social work services, Conduct Appropriate Disputes Resolutions, Compile and register Parental Responsibilities and Rights (PRR) and parenting Plans, Provide generic supervisory and management functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. 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 7th Floor Schreiner Chambers, 94 Pritchard Street, Johannesburg OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>POST 27/146</u></b>	:	<b><u>OFFICE MANAGER REF NO: 2025/38/MP</u></b>
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Office of The State Attorney: Nelspruit
	:	A 3 years National Diploma/Degree in Public Administration/ Human Resources Management/ Administration or Business Administration at NQF-Level 6; A minimum of 3 years' experience in Administration Environment; Knowledge of HR matters and its policies, framework; Procurement directives and procedures, Knowledge and understanding of the Constitution and the legislative framework governing the Public Service. Skills and Competencies; Applied Strategic Thinking, Applying Technology; Budgeting and Financial Management; Communication and information Management; Continuous Improvement; Citizen Focus and Responsiveness; Developing Others; Impact

<b><u>DUTIES</u></b>	:	and influence; Managing Interpersonal Conflict and Resolving Problems; Planning and Organising; Decision Making; Project Management.
	:	Key Performance Areas: Manage procurement and Finance of goods and services; Manage documents for registry support services; Undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholders; Manage general support and resources services; Manage human resource services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms NC Maseko at 083 284 9056
	:	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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>POST 27/147</u></b>	:	<b><u>CLUSTER MANAGER: COURT INTERPRETING REF NO: 2025/21/MP</u></b>
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gert Sibande District: Eerstehoek Magistrate's Office
	:	NQF level 4/ Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; 6 years' experience as a Court Interpreter of which 3 years should be at a supervisory level; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Listening skills; Time management; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure and Art of interpreting.
<b><u>DUTIES</u></b>	:	Manage the cluster legal interpreting and language services; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non human resources of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms KN Zwane Tel No: (060) 632 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 27/148</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO:25/09/FS</u></b>
<b><u>SALARY</u></b>	:	R468 459 – R561 894 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office, Bloemfontein
	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Security Management and registered with PSIRA; A minimum of years' experience in Security Management at a supervisory level ; Knowledge of Minimum Information Security Standards (MISS) and Minimum Physical Security Standards(MPSS) and Security Management frameworks and guidelines Understanding of Security Management related legislation and policies, public service concepts, processes, methodologies and terminology; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Project management skills; Presentation skills; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Facilitate the provision of security operations; Facilitate security risk management assessments; Monitor security contract performance; Facilitate the provision of close protection, special events and cash-in- transit services; Facilitate the provision of information security and vetting services; Manage human, finance and other resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N Dywili Tel No: (073) 775 0709
	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 No 108 St Andrew Street, Bloemfontein OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>

<b><u>POST 27/149</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Delmas Magistrate Office Ref No: 2025/17/MP (X1 Post) Mbombela Magistrate Office Ref No: 2025/18/MP (X1 Post) White River (Masoyi) Magistrate Office: Ref No: 2025/16/MP (X1 Post) Madadeni Magistrate Courts Ref No: 25/15/KZN (X1 Post) Emgwenya Magistrate Office Ref No: 2025/49/MP (X1 Post) Middelburg Magistrate Office Ref No: 2025/48/MP (X1 Post) Tonga (Kanyamazane) Magistrate Office Ref No: 2025/42/MP (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mpumalanga: Ms KN Zwane at (060) 532 2006 KwaZulu-Natal: Ms NF Nkosi Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	<b>Mpumalanga:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . <b>KwaZulu-Natal:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/150</u></b>	:	<b><u>ASSISTANT STATE ATTORNEY (LP3-LP4) (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE</u></b>	:	State Attorney: Johannesburg Ref No 2025/09/GP (X2 Posts) State Attorney: Pretoria Ref No 2025/10/GP (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	LLB degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal/litigation experience; Admission as an Attorney; 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).
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms V Shiburi Tel No: (011) 332 9000
<b><u>APPLICATIONS</u></b>	:	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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number. 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

<b><u>POST 27/151</u></b>	:	<b><u>FAMILY COUNSELLOR/SOCIAL WORKER (GR1 – GR4) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 200 – R725 754 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Family Advocate: Kwa-Mhlanga Magistrate Office Ref No: 2025/30/MP (X1 Post) Family Advocate, Durban Ref No: 25/21/KZN (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree in Social Workers or equivalent qualification, Appropriate experience in Social Worker after registration as Social Worker with the SACSSP. Registration with SA Council for Social Service Profession (SACSSP), Knowledge and experience in Mediating, Court experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act. Children's Act, Maintenance Act and Domestic Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license and willing to travel extensively within the province. Skills and Competencies: Communication (written and verbal) skills, Computer literacy (MS Word), Mediation, Interviewing, Evaluation and Report writing skills, Diversity and Conflict management and Attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Conduct inquiries to ascertain the best interest of the minor children involved by means of mediation and /or evaluation as per relevant legislation. Evaluate information and compile forensic court reports, Act as expert witness for the Family Advocate in Court; ensure proper case flow administration, Travel to townships and rural areas to conduct enquires, interview parties and source references in Family Law disputes.
<b><u>ENQUIRIES</u></b>	:	Mpumalanga: Ms KN Zwane at (060) 532 2006 KwaZulu-Natal: Ms V.T. Mlandeliso Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	<b>Mpumalanga:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . <b>KwaZulu-Natal:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	:	Candidates whose name appears on Part B of the Child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not to apply. Shortlisted applicants will be required to submit proof of registration with SACSSP. Note: Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/152</u></b>	:	<b><u>SENIOR HUMAN RESOURCE OFFICER: SERVICE CONDITIONS REF NO: 2025/15/MP</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. Successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Provincial Office, Nelspruit
<b><u>REQUIREMENTS</u></b>	:	A grade 12 certificate or equivalent; A minimum of 3 years' experience required; Knowledge of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, DPSA Directives, Resolutions and policies. Skills and Competencies: Computer skills; Problem solving skills, Planning and organizing skills; Verbal and written communication skills; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Handle Human Resource administration enquiries; Prepare reports on Human Resource administration issues and statistics; Process Termination of Services; Recommend (approve) transactions on PERSAL according to delegations; Implement conditions of service and service benefits; (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, resettlement benefits, Pension, allowances etc.); Supervise and undertake the more complex implementation and maintenance of Human Resource administration practices.
<b><u>ENQUIRIES</u></b>	:	Ms KN Zwane at (060) 532 2006

<b><u>APPLICATIONS</u></b>	:	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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>POST 27/153</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Office of The Family Advocate: Nelspruit Ref No: 2025/27/MP (X1 Post) Emlazi Magistrate Court Ref No: 25/18/KZN (X1 Post) Office of the Family Advocate, Vosman Ref No: 2025/28/MP (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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: Good 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mpumalanga: Ms KN Zwane Tel No: (060) 532 2006 Kwazulu-Natal: Ms V.T. Mlandiso Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	<b><u>Mpumalanga:</u></b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b><u>KwaZulu-Natal:</u></b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/154</u></b>	:	<b><u>CHIEF REGISTRY CLERK REF NO: 2025/62/GP (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	State Attorney: Pretoria
<b><u>REQUIREMENTS</u></b>	:	A grade 12 (NQF level 4); A minimum of 3 years' experience in archives and records management. Knowledge and understanding of Promotion of Access to Information Act, 2000 (Act No. 2 of 2000); PAIA, National Archive Act. Proficiency in electronic document management systems (EDMS) and relevant software. Knowledge of records management strategy and policy; paper-based records management; electronic records management systems; document management. Knowledge and understanding of the Public Service statutory frameworks. Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act. Skills and Competencies: Concern for others; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Problem analysis; Self-management; Team membership; Technical proficiency.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Supervise and provide registry counter services; Supervise the handling of incoming and outgoing correspondence; Supervise and render an effective filing and record management service; Supervise the operation and operate office machines in relation the registry function; Supervise the processing and process documents for archiving and/disposal; Render generic management functions.
<b><u>ENQUIRIES</u></b>	:	Ms. V Shiburi Tel No: (011) 332 9000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 Or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg Or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .

<b><u>POST 27/155</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Mpumalanga Provincial Office Ref No: 2025/35/MP (X1 Post) Master of the High Court: Pietermaritzburg Ref No: 2025/19/KZN (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent; Three years relevant experience; Knowledge of Public Finance Management Act and Budget Management, Public Service Regulations and Public Service Act, Treasury Regulations, Division of Revenue Act (DORA), Preferential Procurement Policy Framework Act (PPPFA) and Public Audit Act. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc) Research and analytical skills; Monitoring, Evaluation and report writing skills; Accuracy and attention to detail; Good communication (verbal and written) skills; Presentation and facilitation skills
<b><u>DUTIES</u></b>	:	Key Performance Areas: Supervise and render financial accounting transactions; Supervise and perform salary administration support services; Supervise and perform bookkeeping support services; Render a budget support service; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Mpumalanga: Mr LT Mdebele at (081) 030 8037 KwaZulu-Natal: Ms N F Nkosi Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	<b>Mpumalanga</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . <b>KwaZulu-Natal:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/156</u></b>	:	<b><u>SENIOR COURT INTERPRETER (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office: Kempton Park Ref No 2025/46/GP (X1 Post) Magistrate Office: Meyerton Ref No 2025/47/GP (X1 Post) Magistrate Office: Oberholzer Ref No: 2025/48/GP (X1 Post) Magistrate Office: Protea Ref No: 2025/49/GP (X1 Post) Magistrate Office: Durban Ref No: 25/17/KZN (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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; and A valid driver's license; Proficiency in English and in two or more indigenous languages. Language proficiency: Magistrate Kempton Park: English, Afrikaans, IsiZulu, Sesotho; Magistrate Meyerton: English, Sesotho, IsiZulu; Magistrate Oberholzer: English, Afrikaans, Setswana/IsiXhosa/ IsiZulu; Magistrate Protea: English, Afrikaans, IsiXhosa; Magistrate: Durban: IsiXhosa and IsiZulu. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	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; Assist with capturing on ICMS; Supervise Court Interpreters.
<b><u>ENQUIRIES</u></b>	:	Gauteng: Ms T Maphoto Tel No: (011) 332 9000 KwaZulu-Natal: Ms V.T. Mlandiso Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	<b>Gauteng:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>

**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>

**NOTE** : Separate application must be made per centre and quoting the relevant reference number

**POST 27/157** : **ASSISTANT MASTER (MR3- MR5) (X2 POSTS)**

**SALARY** : R324 579 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The unsuccessful candidate will be required to sign a performance agreement.

**CENTRE** : Master of The High Court: Nelspruit Ref No: 2025/23/MP  
Master of The High Court: Middleburg Ref No: 2025/24/MP

**REQUIREMENTS** : An LLB Degree or four (4) year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master's of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment, Computer literacy.

**DUTIES** : Key Performance Areas: Manage the administration of guardian's funds and operation; Manage the administration of deceased estate; Manage the administration of insolvent estate; Manage administration of trust and curatorship's; Administer service points operations; Provide effective people management.

**ENQUIRIES APPLICATIONS** : Ms NC Maseko at 083 284 9056  
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>

**NOTE** : Separate application must be made per centre and quoting the relevant reference number.

**POST 27/158** : **ASSISTANT MASTER (MR1-MR5) REF NO: 50/2025/M/WC (X3 POSTS)**

**SALARY** : R252 855 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Master of The High Court: Western Cape  
LLB Degree or four years' recognized legal qualification; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Legal research and drafting; Planning and organizing; Dispute resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment; Computer literacy.

**DUTIES** : Key Performance Areas: Managing the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Fund and resources in the office.

**ENQUIRIES APPLICATIONS** : Mr S Dyusha Tel No: (021) 462 5471  
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 <https://forms.office.com/r/X2XaVPasWu>.

**POST 27/159** : **ESTATE CONTROLLER (EC1- EC4) (X10 POSTS)**

**SALARY** : R252 855 – R586 956 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Master of the High Court: Western Cape Ref No:51/2025/M/WC (X2 Posts)

	Master of the High Court, Durban Ref No: 25/22/KZN (X4 Posts)
	Master of The High Court: Nelspruit Ref No: 2025/22/MP (X4 Posts)
<b><u>REQUIREMENTS</u></b>	: LLB Degree or four year recognized legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Trust; Estate duties; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
<b><u>DUTIES</u></b>	: Key Performance Areas: Administer Deceased Estates, Insolvent Estates, Curatorship; Trust and all aspects related to the administration thereof; Determine and assess Estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
<b><u>ENQUIRIES</u></b>	: Western Cape: Mr S Dyusha Tel No: (021) 462 5471 Kwazulu-Natal: Ms M.P. Khoza Tel No (031) 372 3000 Mpumalanga: Ms NC Maseko Tel No: 083 284 9056
<b><u>APPLICATIONS</u></b>	: <b>Western Cape:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . For Attention: Ms P Paraffin <b>KwaZulu-Natal:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . <b>Mpumalanga:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	: Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/160</u></b>	: <b><u>ADMINISTRATION CLERKS (X60 POSTS)</u></b>
<b><u>SALARY</u></b>	: R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	: Magistrate Office: Cape Town, Ref No: 19/2025/WC (X4 Posts) Magistrate Office: Kuilsriver, Ref No: 20/2025/WC (X3 Posts) Magistrate Office: Worcester, Ref No: 21/2025/WC (X2 Posts) Magistrate Office Mossel Bay, Ref No: 22/2025/WC (X2 Posts) Magistrate Office: Paarl, Ref No: 23/2025/WC (X2 Posts) Magistrate Office: Khayelitsha, Ref No: 24/2025/WC (X2 Posts) Magistrate Office: Van Rhynsdorp, Ref No: 26/2025/WC (X1 Post) Magistrate Office: Bellville, Ref No: 27/2025/WC (X1 Post) Magistrate Office: Grabouw, Ref No: 28/2025/WC (X1 Post) Magistrate Office: Wynberg, Ref No: 29/2025/WC (X1 Post) Magistrate Office: Simonstown, Ref No: 30/2025/WC (X1 Post) Magistrate Office: Balfour, Ref No: 2025/11/MP (X2 Posts) Magistrate Office: Vosman, Ref No: 2025/09/MP (X2 Posts) Magistrate Office: White River, Ref No: 2025/08/MP (X2 Posts) Magistrate Office: Mbibana, Ref No: 2025/47/MP (X3 Posts) Magistrate Office: KwaMhlanga, Ref No: 2025/26/MP (X1 Post) Magistrate Office: Emakhazeni, Ref No: 2025/05/MP (X1 Post) Magistrate Courts: Durban: Ref No: 24/27/KZN (5 Posts) Magistrate Court: Ntuzuma: Ref No: 24/28/KZN (X3 Posts) Magistrate Court: New Hanover, Ref No: 24/29/KZN (X2 posts) Magistrate Court: Hammersdale: Ref No: 24/30/KZN (X1 post) Magistrate Court: Pietermaritzburg: Ref No: 24/31/KZN (X1 post) Magistrate Court: Nqutu: Ref No: 24/32/KZN (X1 Post) Magistrate Court: Nkandla: Ref No: 24/33/KZN (X1 Post) Magistrate Court: Verulam: Ref No: 24/34/KZN (X1 Post) Magistrate Court: Newcastle: Ref No: 24/35/KZN (X1 Post) Magistrate Court: Pinetown: Ref No: 24/36/KZN (X1 Post) Magistrate Court: Madadeni: Ref No: 24/37/KZN (X1 Post) Magistrate Court: Louwsburg: Ref No: 24/38/KZN (X1 Post) Magistrate Court: Babanango: Ref No: 24/39/KZN (X1 Post) Magistrate Court: Emlazi: Ref No: 24/40/KZN (X1 Post) Magistrate Court: Vryheid: Ref No: 24/41/KZN (X1 Post) Magistrate Court: Estcourt: Ref No: 24/42/KZN (X2 Posts) Magistrate Court: Phungashe: Ref No: 24/43/KZN (X1 Post)

	Family Advocate, Newcastle Ref No: 25/26/KZN (X1 Post) Master of the High Court, Durban Ref No: 25/25/KZN (X1 Post) Family Advocate: Kwamhlanga Ref No: 2025/10/MP (X1 Post) Office of The State Attorney, Nelspruit ref no:2025/41/MP (X1 Post)
<b><u>REQUIREMENTS</u></b>	: A Senior Certificate or equivalent qualification. Skills and Competencies: Computer skills; Planning and organizing; Interpersonal skills; Language skills Flexibility; Good verbal and written communication skills; Teamwork.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: Western Cape: Ms P Paraffin. Tel No: (021) 462 5471 Mpumalanga: Mr LT Mndebele at (081) 030 8037 or Mr TV Mavundla at 078 802 0741 KwaZulu-Natal: Ms MP Khoza Tel No: (031) 372 3000 or Ms NF Nkosi Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	: <b>Western Cape:</b> Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>Mpumalanga:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . <b>KwaZulu-Natal:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>NOTE</u></b>	: Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/161</u></b>	: <b><u>LEGAL SECRETARY (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	: R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	: Office of The State Attorney: Johannesburg Ref No: 2025/51/GP (X1 Post) Office of The State Attorney: Nelspruit Ref No: 2025/37/MP (X1 Post) State Attorney, Durban Ref No: 25/23/KZN (X2 Posts)
<b><u>REQUIREMENTS</u></b>	: Grade 12 (with typing as subject or Secretarial Certificate or relevant training/qualification that will enable the person to perform the work satisfactorily; Skills and Competencies: Computer literacy; Communication skills (verbal and written); Planning and organizing skills; Interpersonal skills; Attention to detail; Integrity and loyalty; Knowledge of the relevant policies and prescripts; Good telephone etiquette; Sound organizing skills; High level of reliability.
<b><u>DUTIES</u></b>	: Provide secretarial and administrative support; Render administrative support for meetings, functions and conferences; Provide general clerical office administration; Prepare documents for the process to pay accounts.
<b><u>ENQUIRIES</u></b>	: Gauteng: Ms. V Shiburi Tel No: (011) 332 9000 Mpumalanga: Ms KN Zwane at (060) 532 2006 KwaZulu-Natal: Ms V.T. Mlandiso Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	: <b>Gauteng:</b> Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 OR Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>Mpumalanga:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . <b>KwaZulu-Natal:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	: Separate application must be made per centre and quoting the relevant reference number.

<b><u>POST 27/162</u></b>	:	<b><u>COURT INTERPRETER (X16 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate's Office: Daveyton, Ref No: 2025/35/GP (X1 Post) Magistrate's Office: Kagiso, Ref No: 2025/36/GP (X1 Post) Magistrate's Office: Kempton Park, Ref No: 2025/37/GP (X1 Post) Magistrate's Office: Alexandra, Ref No: 2025/38/GP (X1 Post) Magistrate's Office: Johannesburg, Ref No: 2024/39/GP (X1 Post) Magistrate's Office: Pretoria, Ref No: 2025/40/GP (X1 Post) Magistrate's Office: Mamelodi, Ref No: 2025/41/GP (X1 Post) Magistrate's Office: Protea, Ref No: 2025/42/GP (X1 Post) Magistrate's Office: Sebokeng, Ref No: 2025/43/GP (X1 Post) Magistrate's Office: Moretele, Ref No: 2025/44/GP (X1 Post) Magistrate's Office: Germiston, Ref No: 2025/45/GP (X1 Post) Magistrate Office: Mbombela, Ref No: 2025/50/MP (X1 Post) Magistrate Office: Mbombela, Ref No: 2025/12/MP (X1 Post) Magistrate Office: Ntuzuma: Ref No: 25/44/KZN (X2 Posts) Magistrate Office Utrecht: Ref No: 25/45/KZN (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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: Magistrate's Office: Daveyton: English, Tshivenda, Isizulu; Magistrate's Office: Kagiso: English, Afrikaans, Setswana; Magistrate's Office: Kempton Park: English, Isixhosa, Sesotho; Magistrate's Office: Alexandra: English, Sesotho, Isixhosa; Magistrate's Office: Johannesburg: English, Isindebele, Isizulu; Magistrate's Office: Pretoria: English, Isixhosa, Setswana or Sesotho; Magistrate's Office: Mamelodi: English, IsiXhosa, and IsiXhosa or Setswana; Magistrate's Office: Protea: English, Setswana, Sepedi; Magistrate's Office: Sebokeng: English, Sesotho, Isizulu; Magistrate's Office: Moretele: English, Setswana, and Xitsonga or Tshivenda or Isizulu; Magistrate's Office: Germiston: English, Isizulu, Sepedi, Sesotho; Magistrate Office: Mbombela for ref no: 2025/50/MP: siSwati, Xitsonga, Sepedi; Magistrate Office: Mbombela ref no: 2025/12/MP: siSwati, IsiXhosa, Sepedi. Magistrate: Ntuzuma and Utrecht: IsiZulu and IsiXhosa. Skills and Competencies: Communication skills, Listening skills, Interpersonal skills, Time management, Computer literacy, Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Gauteng: Ms V Shiburi Tel No: (011) 332 9000 Mpumalanga: Ms KN Zwane at (060) 532 2006 Kwazulu-Natal: Ms V Mlandeliso Tel No: Tel No (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	<b>Gauteng:</b> Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 OR Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>Mpumalanga:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>KwaZulu-Natal:</b> 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> .
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 27/163</u></b>	:	<b><u>ACCOUNTING CLERK REF NO: 25/25/NC/S.A-KIM</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Office of the State Attorney, Northern Cape: Kimberley

- REQUIREMENTS** :
- Grade 12 or equivalent qualification; Relevant experience and knowledge of BAS, JYP and Procurement procedures will serve as added advantage. Knowledge and understanding of the Public Finance Management Act, Supply Chain Management, Departmental policies, and Treasury Regulations. Skills and Competencies: Computer literacy (MS Word, Power Point, Outlook and Excel); Strong communication skills (written & verbal); Creative and analytical, Planning and Organising; Problem solving and conflict management; Accuracy and attention to detail.
- DUTIES** :
- Key Performance Areas: Serve as Trust Account and Vote Account Clerk; Compile payment advices; Provide records management services and reconcile agency payment; Provide supply chain support services; Relieve the Telecom Operator when required; Provide support to the Administrative Officer; Manage stationery and safe guarding of documents within Finance Control section.
- ENQUIRIES** :
- Ms N. Gcilitshana Tel No: (053) 8077800
- APPLICATIONS** :
- Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu>.