

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** : 17 November 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.

OTHER POSTS

- POST 40/27** : **MANAGER: HUMAN RESOURCE AND PLANNING REF NO: 3/10/25 OLSO**
- SALARY** : R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Centurion
- REQUIREMENTS** : Grade 12; An appropriate National Diploma (NQF level 6)/ Degree as recognized by SAQA in Human Resources Management or equivalent; A minimum of 3 years' experience in Human Resources management resources at junior management level; Knowledge and understanding of HR related prescripts (e.g. Employment Equity, Labour relations and Public Service, Knowledge and understanding of the HR systems, best practises, and processes. Knowledge of POPIA, PAJA AND PAIA, Knowledge of BCEA (Basic Conditions of Employment Act), Knowledge of Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance. Knowledge of Management Act, Government initiatives and decisions. Skills and Competencies: People Management; Policy Development; Project Management; Budgeting and financial management; Communication; Client orientation and Custer focus; Presentation and Facilitation; Diversity management and Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Decision making; Team Management; Change Management.

- DUTIES** : Manage, and coordinate recruitment and selection process; Manage performance management process; Manage and coordinate the administration of employee benefits; Manage the human resource planning of Legal services Ombud; Develop Human Resources policies and processes; Manage and facilitate employee records analyse the Human Resources trends and gaps; Manage the humans' operations and facilitate human Resource risk register; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms Nokulunga Dumakude at 069 019 9428
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria, 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion OR email application to: OLSOenquiries@justice.gov.za
- POST 40/28** : **MANAGER: GOVERNANCE AND BUSINESS PROCESSES REF NO: 2/10/25 OLSO**
- SALARY** : R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Centurion
- REQUIREMENTS** : Grade 12; National Diploma in Operations Management/Management Services (NQF Level 6) as recognized by SAQA; A minimum of 3 years' experience in organizational design and business processes at junior management level; Knowledge of HR related legislation; Understanding of business processes; Knowledge of job design and evaluation systems; Knowledge of Organisational design principles and procedures; Knowledge of Public Service Act and Regulations; Knowledge of POPIA, PAJA and PAIA; Knowledge of Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Diversity management and Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Decision making; Project management; Team Management; Change Management.
- DUTIES** : Manage, develop and review of organizational structures and systems and ensure alignment to strategic objectives; Manage operations and submit quarterly and annual reports in this regard; Manage the alignment and maintenance of functional post establishment; Manage and facilitate the development and enhancement of business processes; Manage and develop norms and standard for organisational operations; Manage and facilitate the development and review of job description; Manage and facilitate the conducting of job analysis and evaluation process; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms MV Shivuri Tel No: (010) 023 5508
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria, 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion OR email application to OLSOenquiries@justice.gov.za
- POST 40/29** : **MANAGER: COMPLAINTS AND INVESTIGATIONS REF NO: 2/01/25 OLSO**
- SALARY** : R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Centurion (X3 Posts)
Cape Town (X2 Posts)
- REQUIREMENTS** : An LLB Degree/ four-year Law Degree as recognized by SAQA; A minimum of 3 years' experience post qualification in the Legal Services field; Admission to Legal Practice Council and in good standing; Knowledge of the Legal Practice Act; Practical knowledge and understanding of assessment as well as investigative approaches and methodologies; Practical knowledge and understanding of drafting legal instruments, litigation management processes and interpreting statutes. Skills and Competencies: Computer literacy; Strategic capability and leadership; Case-flow management; Financial skills; Information and knowledge management; Project management; Service delivery innovation; Legislative drafting; Presentation and facilitation; Ability to analyse and develop policies; Communication skills (written and verbal)

- DUTIES** : Provide complaints assessment services, determine requirements and present the outcome to the relevant Committee. Investigate complaints, provide report and advice on remedial actions to the Committee and monitor the investigations thereof. Provide legal advisory services on contracts and service level agreements correspondence. Draft and review legal opinions, Manage litigation matters on behalf of OLSO; Conduct legal research and knowledge management; conduct of disciplinary committees and appeal tribunals of the LPC; Develop and review policy guidelines and procedures for assessment operations and investigation/monitoring operations.
- ENQUIRIES APPLICATIONS** : Ms MV Shivuri Tel No: (010) 023 5508
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria, 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion OR email application to OLSOenquiries@justice.gov.za
- POST 40/30** : **EXECUTIVE OFFICE ADMINISTRATOR: IN THE OFFICE OF THE OMBUD REF NO: 2/9/25 OLSO**
- SALARY** : R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Cape Town
: Grade 12; National Diploma (NQF Level 6) in Administration or equivalent. A minimum of 3 years' experience in executive support.; Knowledge of the relevant Public Service legislation and Legal Practice Act; Knowledge and understanding of financial, provisioning and procurement prescripts and procedures; Knowledge and understanding of OLSO operational policies and procedures, Stakeholder management. Skills and Competencies: Communication (verbal and written); Computer literacy; Problem-solving; Planning and organizing; Project management; Financial management skills; Report writing skills; Administrative skills Good interpersonal relations; Attention to details; Ability to work independently.
- DUTIES** : Provide Executive Secretarial/receptionist support; Provide administrative support services; Co-ordinate events and meetings on behalf of the Office of the Ombud. Attend to enquiries and assist in drafting correspondence. Compile reports and analyze statistics for submission to the office of the Ombud. Manage finance and procurement of goods and services of the Office of the Ombud. Working with different Stakeholders for the Ombud.
- ENQUIRIES APPLICATIONS** : Ms MV Shivuri Tel No: (010) 023 5508
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria, 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion OR email application to OLSOenquiries@justice.gov.za
- POST 40/31** : **COURT MANAGER (X7 POSTS)**
- SALARY** : R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Aliwal North Ref No: 111/25EC (X1 Post)
: Magistrate Office: Idutywa Ref No: 112/25EC (X1 Post)
: Magistrate Office: New Brighton Ref No: 113/25EC; (X1 Post)
: Magistrate Office: Sterkspruit Ref No: 114/25EC (X1 Post)
: Magistrate Office: Clanwilliam Ref No:66/2025/WC (X1 Post)
: Magistrate Office: Khayelitsha Ref No: 67/2025/WC (X1 Post)
: Magistrate Office: Knysna Ref No: 68/2025/WC (X1 Post)
- REQUIREMENTS** : An undergraduate National Diploma/Degree qualification (NQF 6) as recognized by SAQA in Public Administration/ Management/ Law /Legal studies or field of study or equivalent legal qualification; A minimum of three years' experience in court management environment with a minimum of two years (2) as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the court environment will be an added advantage; A valid driver's license. Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Communication and information management;

		Continuous improvement; Citizen focus and responsiveness; Planning and organising; Developing others; Diversity management; 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 and 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 improvement strategies; Manage service level agreements.
<u>ENQUIRIES</u>	:	Eastern Cape: Mr A Jilana Tel No: (043) 702 7000 / 7010 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or https://forms.office.com/r/X2XaVPasWu Western Cape: 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>FOR ATTENTION</u>	:	Ms P Paraffin
<u>POST 40/32</u>	:	<u>SOCIAL WORKER SUPERVISOR (GR 1- 2) REF NO: 25/35/KZN</u>
<u>SALARY</u>	:	R477 564 – R893 949 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the Family Advocate, Pietermaritzburg Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Professional registration with the SACSSP; A minimum of seven (7) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in leading Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children’s Act (inclusive Hague Convention on International Child Abduction). Skills and Competencies: Supervisory skills; Facilitation skills; Communication (written and verbal) skills; Computer literacy (MS Office); 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.F. Nkosi Tel No: (031) 3723000 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 40/33</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTS AND SYSTEMS CONTROL REF NO: 25/106/FMS</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 NQF level 7 qualification in Financial Management, Financial Accounting, Internal Audit, Management Accounting as recognized by SAQA; A minimum of 3 years’ experience in a Financial Management of which 2 years should be at a supervisory level; Knowledge of Public Finance Management Act, and budget management; Knowledge of National Treasury Regulations and Frameworks; Knowledge financial system (BAS and Safety Net) and policy development. Skills and Competencies: Applied strategic thinking; Applied

technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Presentation and facilitation skills; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy (MS word, Power Point, Outlook, Excel).

DUTIES : Key Performance Areas: Monitor Accounts and compile Trial Balance Work Plans; Monitor Batch Control Process; Facilitate and administer the process of entities; Facilitate and maintain BAS profiles and provide advice; Provide accounting information and responses to risk, audit and assurance providers; Authorize all projections (sundry payments) to be cleared on a quarterly basis; Provide effective people management.

ENQUIRIES : Ms. A. Van Ross Tel No: (012) 315 1094
APPLICATIONS : 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>

POST 40/34 : **ADMINISTRATIVE OFFICER (X3 POSTS)**

SALARY : R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Offices: Cape Town Ref No: 69/2025/WC (X1 Post)
Magistrate Office: Mitchells Plain Ref No: 70/2025/WC (X1 Post)
Magistrate Office: Ntuzuma Ref No: 25/36/KZN (X1 Post)

REQUIREMENTS : A three (3) year National Diploma / Bachelor's 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 (PFMA); Knowledge of Financial Management (Vote and Trust); Departmental Financial Instructions (DFI); BAS and Justice Yellow Pages. Skills and Competencies: People Management; Computer literacy (Microsoft Packages); Good Communication skills (written and verbal); Organising and Problem-solving skills; Sound Leadership and management skills; Good interpersonal relations.

DUTIES : Co-ordinate and manage the financial and human resource 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 Thirty Party Funds and Vote Accounts for the office; Coordinate, manage and administer support services to Case Flow Management and other court users.

ENQUIRIES : **Western Cape:** Ms P Paraffin Tel No: (021) 462 5471

Kwazulu-Natal: Ms VT Mlandeliso Tel No: (031) 3723000

APPLICATIONS : **Western Cape:** 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>

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>

POST 40/35 : **PHOTOGRAPHER: INTERNAL COMMUNICATION REF NO: 25/115/IDS**

SALARY : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An NQF level 6 in qualification Photography as recognized by SAQA; A minimum of 2 years experience in Photography; Knowledge of lighting and camera systems; Knowledge and understanding of audio-visual systems and technologies, ability to troubleshoot and resolve technical issues efficiently, proficiency in photo and video editing software; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations. Skills and Competencies: Concern for others; Creative thinking; Citizen Service Orientation; Decision making;

		Diversity citizenship; Communication (verbal and written) skills; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and facilitate photographic projects; Manage photographic technical operations and resource management; Employ photo editing software to edit and enhance images for desired effects; Establish and organize Departmental centralized photo library for internal use.
<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 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 40/36</u>	:	<u>SENIOR COURT INTERPRETER (X7 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>	:	Magistrate Office, Goodwood Ref No: 74/2025/WC (X1 Post) Magistrate Office: Verulam Ref No: 25/37/KZN (X1 Post) Magistrate Office: Whittlesea Ref No: 116/25EC (Re-advertisement) (X1 Post) Magistrate Office: Graaff-Reinet, Ref No: 117/25E (X1 Post) Magistrate Office: East London Ref No: 118/25EC (X1 Post) Magistrate Office: Mdantsane Ref No: 119/25EC (X1 Post) Magistrate Office: Flagstaff Ref No: 120/25EC (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification in the field of languages at NQF 5 and minimum of three years' practical experience in court interpreting or Grade 12 with ten years' practical experience in court interpreting; Proficiency in English and two or more indigenous languages. Language proficiency: Verulam: IsiXhosa and IsiZulu; Eastern Cape: Preference will be given to languages used in area and sign language; A valid driver's license will serve as an added advantage. NB: Applicants will be subjected to a language test – speak, read and written. Skills and Competencies: Planning and organizing; Time management skills; Interpersonal skills; Problem solving and analytical thinking; Listening skills Communications skills; Computer literacy; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Assist with the reconstruction of Court Records; Perform specific line and administrative support functions; Provide effective people management; Develop Terminology.
<u>ENQUIRIES</u>	:	Western Cape: Ms P Paraffin Tel No: (021) 462 5471 KwaZulu-Natal: Ms V.T. Mlandeliso Tel No: (031) 3723000 Eastern Cape: Mr. S Nofemela Tel No: (043) 702 7000 / 7003
<u>APPLICATIONS</u>	:	Western Cape: Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or visit: https://forms.office.com/r/X2XaVPasWu For Attention: Ms P Paraffin 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 F Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 40/37</u>	:	<u>CHIEF ACCOUNTING CLERK REF NO: 2025/87/GP</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 with commercial subjects; A minimum of 3 years' experience in financial administration. Knowledge of Accounting and financial administration, Financial operating systems (PERSAL, BAS, JYP), Knowledge of Financial management and regulatory framework/guidelines, prescripts, the Public Service Act, Public Service Regulations, Treasury Regulations, Departmental

- Financial Instructions, Public Finance Management Act (PFMA). Skills and Competencies: Computer literacy; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Organisational and effectiveness skills; Communication skills (verbal & written); Planning and organizing skills; Problem analysis; Team membership; Technical proficiency, Accurate and attention to details.
- DUTIES** : Key Performance Areas: Supervise and render asset management clerical services. Supervise and render demand and acquisition clerical services; Supervise and undertake logistical support services; Provide effective people management.
- ENQUIRIES** : Ms. V Shiburi Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 OR Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or <https://forms.office.com/r/X2XaVPasWu>
- POST 40/38** : **STATE ACCOUNTANT (THIRD PARTY FUNDS) REF NO: 91/25EC**
- SALARY** : R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: East London
- REQUIREMENTS** : An NQF level 6 in Financial Accounting/ Financial Management/ Economics/ Public Finance/ Internal Audit/ B Com in Finance as recognised by SAQA; A minimum of three years' experience in Financial Management environment. Knowledge of Public Finance Management Act (PFMA) and Budget Management; Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Division of Revenue Act (DORA), Preferential Procurement Policy Framework Act (PPPFA), Public Audit Act. Skills and Competencies: Computer literacy; Good communication (verbal and written) skills; Planning and organizing skills; Ability to work under pressure and self-motivated; Accurate and attention to details; Budget Management and costing, presentation and facilitation skills.
- DUTIES** : Key Performance Areas: Monitor the cash flow management for the province; Provide financial administration in the province; Monitor the monthly Third-Party Funds (TPF) Bank Reconciliation in the province; Implement and monitor compliance; Facilitate audit process within the province.
- ENQUIRIES** : Mr Nofemela Tel No: (043) 702 7000 / 7135
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
- POST 40/39** : **MAINTENANCE INVESTIGATOR (X2 POSTS)**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Elliotdale Ref No: 115/25EC (X1 Post) (Will also be responsible to work at other offices in the district as required)
Magistrate Office, Ceres Ref No: 73/2025/WC (X1 Post)
- REQUIREMENTS** : Grade 12 Certificate or equivalent qualification; Relevant Administrative experience in Family Law Matters; Knowledge of the Maintenance Act (Act of 99 of 1989). Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Planning and organizing; Good interpersonal relations; Time management; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Serve Maintenance Summons, Warrants and Garnishee Orders for the District in terms of the Maintenance Act; Locate whereabouts of Persons; Give Testimony in Court under oath; Render administrative support to the Office.
- ENQUIRIES** : **Eastern Cape:** Mr. S Nofemela Tel No: (043) 702 7000 / 7003
Western Cape: Ms P Paraffin Tel No: (021) 462 5471
- APPLICATIONS** : **Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or to <https://forms.office.com/r/X2XaVPasWu> or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London.

Western Cape: 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> For Attention: Ms P Paraffin

- POST 40/40** : **COURT INTERPRETER (X2 POSTS)**
- SALARY** : R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: George Ref No: 64/2025/WC (X1 Post)
Magistrate Office: Worcester Ref No: 65/2025/WC (X1 Post)
- REQUIREMENTS** : NQF level 4/ Grade 12 Certificate or equivalent qualification; Proficiency in one or more indigenous languages and English; The following will serve as an added advantage: Three months practical experience and drivers license. Skills and Competencies: Good communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
- DUTIES** : Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibit; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
- ENQUIRIES** : Ms P Paraffin Tel No: (021) 462 5471
- APPLICATIONS** : 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 <https://forms.office.com/r/X2XaVPasWu> For Attention: Ms P Paraffin.
- NOTE** : Separate applications must be made per centre and quoting the relevant reference number.
- POST 40/41** : **ADMINISTRATION CLERK (X3 POSTS)**
- SALARY** : R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Burgersdorp Ref No 121/25E (X1 Post)
Magistrate Office: George Ref No: 72/2025/WC (X1 Post)
Magistrate Office: Esikhaleni Ref No: 25/39/KZN (X1 Post)
- REQUIREMENTS** : Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy; Planning and organising; Interpersonal skills; Language skills; Flexibility; Good communication (verbal and written) skills; Teamwork.
- 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** : **Eastern Cape:** Mr Ndamase Tel No: (043) 702 7000 / 7129 or Ms C Williams (043) 702 7000 / 7131
Western C Ape: Ms P Paraffin Tel No: (021) 462 5471
KwaZulu-Natal: Ms M.P. Khoza Tel No: (031) 3723000
- APPLICATIONS** : **Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or <https://forms.office.com/r/X2XaVPasWu>
Western Cape: 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 visit: <https://forms.office.com/r/X2XaVPasWu> For Attention: Ms P Paraffin
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 applications must be made quoting the relevant reference number.
- POST 40/42** : **SECURITY OFFICER REF NO: 71/2025/WC**
- SALARY** : R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Wynberg

- REQUIREMENTS** : 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 organising skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.
- DUTIES** : 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.
- ENQUIRIES** : Mr A Knowles Tel No: (021) 462 5471
- APPLICATIONS** : 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>
- FOR ATTENTION** : Ms P Paraffin