

**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.*

<b><u>APPLICATIONS</u></b>	:	Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> or alternatively the address specified in each post.
<b><u>CLOSING DATE</u></b>	:	22 December 2025
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) 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**

<b><u>POST 45/46</u></b>	:	<b><u>DIRECTOR: FAMILY ADVOCATE REF NO: 48/25/NC/FA-KIM</u></b>
<b><u>SALARY</u></b>	:	R1 494 900 – R1 787 328 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Family Advocate: Kimberley
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) LLB or equivalent four-year Legal Qualification as recognized by SAQA Law Degree; A minimum of 5 years' experience at middle/senior management level; Nyukela certificate is required for all SMS positions before appointment (Certificate for Entry into the Senior Management Service from the School of Government); Admitted as an Advocate; 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, Institution of Legal Proceedings Against Certain Organs of State Act, Prescription Act, the State Attorney, Public Finance Management Act, Treasury Regulations, Department Financial Instructions and the State Liability Act; Knowledge and experience in office administration; Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the Foundations of South African law, South African private law, constitutional law, criminal law, intellectual property,

evidence and African Customary Law. Muslim Personal Law, Private International Law; Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, 1996 (Act 72 of 1996), Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Continuous improvement; Service Delivery Innovation (SDI); Problem solving and analysis; Diversity management; Communication; Honesty and integrity; Project management; Computer literacy.

**DUTIES** : Key Performance Areas: Manage and coordinate the provisioning of family advocate services; Manage and monitor the implementation of the Hague Convention on Civil aspects of International Child Abduction; Manage the implementation of policies, legislative frameworks and prescripts; Manage and monitor the provision of Forensic Social Work services; Manage human, financial and other resources.

**ENQUIRIES APPLICATIONS** : Mr. L. Swart Tel No: (053) 802 1317  
: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of 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 OR <https://forms.office.com/r/X2XaVPasWu>

#### **OTHER POSTS**

**POST 45/47** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 25/129/CS (X2 POSTS)**

**SALARY** : R896 436 – R1 055 958 per annum, (all -inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office: Pretoria  
: An NQF level 6 qualification as recognized by SAQA in Labour Relations/Labour Law/LLB; A minimum of 3 years experience in Labour Relations environment at managerial (Assistant Director) level; Knowledge of Basic Condition of Employment Act (BCEA), Labour Relations Act, Employment Equity Act (EEA), relevant labour laws policies and procedures; 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, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Team leadership; Computer literacy.

**DUTIES** : Key Performance Areas: Develop and monitor the implementation of Labour Relations policy and strategy; Conduct misconduct and grievances; Conduct and handle dispute resolutions; Coordinate, facilitate the collective bargaining processes; Develop and maintain relations/partnership with relevant stakeholder; Manage human, finance and other resources.

**ENQUIRIES APPLICATIONS** : Ms A van Ross Tel No: (012) 315 1094  
: 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 45/48** : **DEPUTY MASTER (MR-6) REF NO: 2025/88/GP**

**SALARY** : 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.

**CENTRE REQUIREMENTS** : Master of The High Court: Pretoria  
: LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in

		the functional fields of the services provided by the Masters of the High Court and master's environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorship's and Trusts. Skills and Competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; Communication skills (verbal and written); Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the strategic objectives of both the master's Branch as well as the Department; Provide effective and efficient delivery of services, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
<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 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>POST 45/49</u></b>	:	<b><u>ASSISTANT DIRECTOR: FACILITY MANAGEMENT REF NO: 2025/55/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>	:	Provincial Office, Mpumalanga
	:	An NQF level 6 qualification as recognized by SAQA in Property Management /Real Estate/ Property Studies; A minimum of 3 years' experience in facilities management /property management/real estate environment at a supervisory level; A valid driver's license. Knowledge of facilities and building management principles and best practices, Government Immovable Assets Management Act (GIAMA) and Supply Chain Management Framework; Knowledge of National Building Regulations, prescripts and frameworks on corporate performance and technical knowledge within the Built Environment; Understanding of the Occupational Health and Safety Act (OHS), procurement processes; Knowledge of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Project Management; Financial Management skills; communications skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team oriented, and results driven; Interpersonal relations and customer orientation; Creative and analytical; Problem solving and conflict management; Continual learning and information search; Accuracy and attention to detail; People Management skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Facilitate the implementation of facilities management strategy and plan. Facilitate the provision of facilities operations and maintenance; Facilitate the implementation of special project (repairs and maintenance); Facilitate and monitor facilities management financial and resource; Maintain partnerships with relevant stakeholder; Manage human, finance and other resources.
<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 45/50</u></b>	:	<b><u>ASSISTANT DIRECTOR: SAFETY, HEALTH, ENVIRONMENT AND RISK MANAGEMENT REF NO: 25/123/CS</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>	:	National Office, Pretoria
	:	An NQF level 6 qualification as recognized by SAQA in Safety Management/Environmental Management/Occupational Health and Safety; Registration with the relevant professional bodies for Occupational Health and Safety Practitioner/Occupational Health Hygienist/South African Institute of

		Occupational Hygienist (SAIOH)/South African Nursing Council for Occupational Health Practitioners; A minimum of 3 years' experience in Safety, Health, Environment, Risk and Quality management environment at supervisory level; Knowledge of Occupational Health and Safety Act (OHSA), Basic Condition Employment Act (BCEA), Employment Equity Act (EEA), Compensation for Occupational Injuries and Diseases Act (COIDA), National Environmental Management Act (NEMA), Safety at Sports and Recreational Events Act' (SASREA); Disaster Management Act, DPSA Strategic Framework on Employee Health and Wellness (EHW); Knowledge of Departmental policies, SHEIR management standards and guidelines, Health and Wellness Integrated Strategic Framework in the Public Services; 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, the Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity Management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Facilitate the implementation of Safety, Health, Environment and risk strategy and plan; Facilitate the implementation of risk management assessment and control; Facilitate the implementation of health and safety services; Facilitate the implementation of environmental management services; Maintain relations/ partnerships with relevant stakeholder; Manage human, finance and other resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. A Van RossTel No: (012) 315 1094
	:	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 45/51</u></b>	:	<b><u>PROVISIONING ADMINISTRATIVE OFFICER: ASSETS VERIFICATION &amp; ACCOUNTING REF NO: 25/127/FMS</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 REQUIREMENTS</u></b>	:	National Office: Pretoria
	:	An NQF level 6 qualification as recognized by SAQA in Financial Management / Public Management / Administration / Auditing / Cost Management / Supply Chain Management / Logistics / Purchasing Management / Business Management / Financial Accounting; A minimum of 3 years' experience in Asset Management environment (Asset Disposal, verification and accounting); Knowledge and understanding Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management; Knowledge of Supply Chain Management prescript, Assets Management framework and policies; Knowledge of BAS. Skills and Competencies: Computer literacy; Concern of others; Interpersonal relations; Decision making; Diversity citizenship; Communication skills (verbal and written); Problem analysis; Self management; Team membership; Technical proficiency.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Administer asset disposal; Update the asset register; Reconcile asset disposal; Render general administration services; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. A Van Ross Tel No: (012) 315 1094
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>

<b><u>POST 45/52</u></b>	:	<b><u>LABOUR RELATIONS OFFICER: MISCONDUCT AND GRIEVANCE/DISPUTES MANAGEMENT/COLLECTIVE BARGAINING REF NO: 25/128/CS (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>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF Level 6 qualification as recognised by SAQA in Labour Relations/Labour Law/LLB; A minimum of 2 years' functional experience in Labour Relations environment; Knowledge and understanding of relevant labour laws, policies and procedures; Knowledge of Basic Condition of Employment Act; Labour Relations Act, Employment Equity Act; Knowledge of understanding of the Public Service statutory frameworks; Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions etc. Skills and Competencies: Creative thinking; Citizen service orientation; Decision making; Diversity management; Good communication (verbal and written) skills; Problem analysis; Computer literacy; Report writing skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Administer and implement Labour relations policy and strategy; Handle misconduct and grievances; Handle and administer dispute resolutions; Administer collective bargaining processes; Manage human, finance and other resources.
<b><u>ENQUIRIES</u></b>	:	Ms A van Ross Tel No: (012) 315 1094
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 45/53</u></b>	:	<b><u>LEGAL SECRETARY REF NO: 25/VA35/NW</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
<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; No previous experience required. Skills and Competencies: Communication (Verbal and written); Good interpersonal relations; Computer literacy; Planning and organizing skills; Attention to details; Integrity and loyalty; Knowledge of the relevant policies and prescripts; Good telephone etiquette; Sound organizing skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: 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>	:	Ms. L Shoai Tel No: (018) 397 7088
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>POST 45/54</u></b>	:	<b><u>MESSENGER/DRIVER REF NO: 25/125/LD</u></b>
<b><u>SALARY</u></b>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 10/ Abet qualification; A valid driver's license. Skills and Competencies: Interpersonal relations skills; Communication skills; Customer service orientation; Problem analysis; Self-management; Attention to detail; Technical proficiency; Ability to work under pressure and in a team.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render driver/messenger support services; Collect, deliver and serve documents; Distribute mail and parcels to the various offices; Collect correspondence from respective government institutions; Transport officials to various destinations; Render clerical support services.
<b><u>ENQUIRIES</u></b>	:	Ms R Sema Tel No: (012) 315 1333

<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>POST 45/55</u></b>	:	<b><u>FOOD SERVICE AID REF NO: 25/VA35/NW</u></b>
<b><u>SALARY</u></b>	:	R138 486 – R163 131 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office: North West
	:	ABET level 4/Grade 10. Skills and Competencies: Communication skills (verbal and written); Planning and organizing skills; Customer service; Attention to detail; Interpersonal skills; Ability to work under pressure; Conflict management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide catering support services; Serve food and beverages during meetings; Clean kitchen utensils and equipment; Check cutlery, prepare and clean conference facility; Monitor supply of food and report waste and losses.
<b><u>ENQUIRIES</u></b>	:	Ms. L Shoai Tel No: (018) 397 7088
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>