

POST 11/74 : **ADMINISTRATION CLERK (X14 POSTS)**

SALARY : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE :
 Magistrate Office: Mankweng, Ref No: 25/26/LMP (Family Law Service) (X1 Post)
 Magistrate Office: Polokwane, Ref No: 24/26/LMP (X1 Post)
 Magistrate Office: Polokwane, Ref No: 23/26/LMP (CRT) (X1 Post)
 Magistrate Office: Waterval, Ref No: 22/26/LMP (Family Law Service) (X1 Post)
 Family Advocate: Polokwane, Ref No: 21/26/LMP (X2 Posts)
 Magistrate Office: Mahwelereng, Ref No: 20/26/LMP (Cash Hall) (X1 Post)
 Magistrate Office: Lephalale, Ref No: 19/26/LMP (Family Law Service) (X1 Post)
 Magistrate Office: Giyani, Refno: 18/26/LMP (CRT) (X1 Post)
 Magistrate Office: Lenyenye, Ref No: 17/26/LMP (CRT) (X1 Post)
 Magistrate Office: Musina, Ref No: 16/26/LMP (Cash Hall) (X1 Post)
 Magistrate Office: Lulekani, Ref No: 15/26/LMP (Civil & Small Claims) (X1 Post)
 Magistrate Office: Groblersdal, Ref No: 14/26/LMP (Civil & Small Claims) (X1 Post)
 Magistrate Office: Mankweng Ref No: 26/26/LMP (X1 Post)

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

DUTIES : Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.

ENQUIRIES :
 Polokwane Mr M.C Rapetsoa Tel No: (015) 294 6000
 Family Law Service: Mankweng Ms M.B Molepo Tel No: (015) 286 2200
 Waterval: Mr M.A. Letsoalo Tel No: (015) 556 4052
 Family Advocate Polokwane: Mr M.I Modiba Tel No: (015) 287 2034
 Mahwelereng: Mr L.O. Munzhelele Tel No: (015) 483 0302
 Lephalale/Ellisras: Mr L.M. Aphane Tel No (014) 763 2178
 Giyani: Ms T. J. Mabunda Tel No: (015) 812 5011
 Lenyenye: Mr G. P. Mdluli Tel No: (015) 355 3414
 Musina: Ms M.M Nchabeleng Tel No: (015) 534 2146
 Groblersdal: Ms. A Botlholo Tel No: (013) 262 2033
 Mankweng: Ms M.B Molepo Tel No: (015) 286 2200

APPLICATIONS :
Mankweng: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Mankweng Private Bag X1114, SovengA, 0727. or Physical address /Reception area Magistrate Mankweng reception area or <https://forms.office.com/r/X2XaVPasWu>
Polokwane: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager: Magistrate Polokwane, Department of Justice and Constitutional Development, Private Bag X9320, Polokwane 0700 OR hand deliver at Reception Area, Magistrate Polokwane opposite Polokwane Municipality or <https://forms.office.com/r/X2XaVPasWu>
Waterval: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Waterval; Private Bag 332 ELIM Hospital 0960 or Physical address: Reception area Magistrate Waterval OR <https://forms.office.com/r/X2XaVPasWu>
Polokwane: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR <https://forms.office.com/r/X2XaVPasWu>
Mahwelereng: Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Mahwelereng, Private Bag X2493, Mahwelereng, 0600 or Direct your application to: Hand Delivery Address: Reception area Magistrate Mahwelereng, Mahwelereng, 0600 or <https://forms.office.com/r/X2XaVPasWu>
Elisras/Lephalale: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Lephalale; Private Bag X201, Ellisras 0555. or Physical address /Reception area

Magistrate Lephale reception area OR
<https://forms.office.com/r/X2XaVPasWu>

Giyani: Quoting the relevant reference number, direct your application to:
Postal address: The Court Manager, Magistrate Giyani, Private Bag X572,
Giyani, 0826 or Physical Address: Main Road Opposite Old Nkhensani
Hospital, Giyani Magistrate, 0826 OR <https://forms.office.com/r/X2XaVPasWu>

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

Musina: Quoting the relevant reference number, direct your application to: The
Court Manager, Magistrate Musina, Department of Justice & Constitutional
Development, Private Bag x 621, Musina 0900 or Physical address: 1st Flax
Avenue - Messina, Magistrate Building opposite SAPS, Messina or
<https://forms.office.com/r/X2XaVPasWu>

Lulekani: Quoting the relevant reference number, direct your application to:
Postal address: The Court Manager, Department of Justice & Constitutional
Development, Private Bag X12005, Lulekani, 1392. or Physical address
/Reception area Magistrate Office Lulekani or
<https://forms.office.com/r/X2XaVPasWu>

Groblerdsdal: Quoting the relevant reference number, direct your application
to: Postal address: The Court Manager, Department of Justice & Constitutional
Development, Private Bag X671, Groblersdal, 0470. or Physical address
/Reception area Magistrate Office Groblersdal or
<https://forms.office.com/r/X2XaVPasWu>

POST 11/75 : **REGISTRY CLERK REF NO: 2026/16/GP**

SALARY : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : State Attorney: Johannesburg
: Grade 12 or equivalent qualification; Knowledge of document management and filing. Skills and Competencies: Good communication skills (written and verbal); Good interpersonal skills; Ability to work under pressure and to solve problems; Customer service; Computer literacy (MS Office).

DUTIES : Key Performance Areas: Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management; service; Operate office machines in relation the registry function; Process documents for archiving and/disposal.

ENQUIRIES APPLICATIONS : Ms. V Shiburi Tel No: (011) 332 9000
: 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 11/76 : **SECRETARY TO THE SUB-CLUSTER HEAD REF NO: 27/26/LMP**

SALARY : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Office: Modimolle
: Grade 12 (with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily). Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, PowerPoint and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Intermediate typing skills.

DUTIES : Key Performance Areas: Provides a Secretarial/receptionist support service to the manager; Provides clerical support service to the manager; Provides support to manager regarding meetings; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager.

ENQUIRIES : Ms. S Molomo Tel No: (014) 717 5316

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X1011, Modimolle, 0510. OR Physical address: Reception area, Magistrate Modimolle Office or <https://forms.office.com/r/X2XaVPasWu>
- POST 11/77** : **MESSENGER (X2 POSTS)**
- SALARY** : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master's Office: Polokwane, Ref No: 29/26/LMP (X1 Post)
Master's Office: Thohoyandou, Ref No: 28/26/LMP (X1 Post)
- REQUIREMENTS** : Grade 10 / Abet level 4 qualification; A valid drivers' licence. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Self-management; Ability to work in a Team; Technical proficiency.
- DUTIES** : Key Performance Areas: Render Driver / Messenger support services; Collect correspondence, distribute mail and parcels to the various offices; Collect documents from respective government institutions; Transport officials to various destinations; Render Clerical support services.
- ENQUIRIES** : Polokwane: Mr M.I Modiba Tel No: (015) 287 2034
Thohoyandou: Mr W.R Manhengeni Tel No: (015) 960 1491
- APPLICATIONS** : **Polokwane:** Quoting the relevant reference number, direct your application to: Postal Address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or <https://forms.office.com/r/X2XaVPasWu>
Thohoyandou Quoting the relevant reference number, direct your application to: Postal Address: The Office Manager, Department of Justice & Constitutional Development, Private Bag x 5015, ,0950 or Physical address: Reception area, Master of High Court Thohoyandou, Old Venda Parliament, High Court Building, Mphephu Drive, Thohoyandou,0950 or <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : Separate application must be made quoting the relevant reference number