

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.

- CLOSING DATE** : 28 April 2026
- NOTE** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post. 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. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current post office challenges. 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.
- ERRATUM:** Kindly note the 2 posts of Office Managers based at Centre: State Attorney: Port Elizabeth, Ref No: 60/26EC (X1 Post) and State Attorney: Mthatha, Ref No: 61/26EC (X1 Post) advertised in the Public Service Vacancy Circular 11 of 2026 dated 27 March 2026 with the closing date of 17 April 2026 was advertised with the incorrect Salary level 10, the correct Salary level should be R468 459 – R551 823. We apologize for any inconvenience caused.

OTHER POSTS

- POST 12/60** : **COURT MANAGER REF NO: 26/21/FS**
- SALARY** : R582 444 – R686 091 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Ficksburg
- REQUIREMENTS** : 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.
- DUTIES** : 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 improvements strategies; Manage service level agreements.
- ENQUIRIES APPLICATIONS** : Ms. N Dywili Tel No: 073 775 0709
: Please direct your applications to: The Director HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address: 108 St Andrew Street, Bloemfontein, 9300 or <https://forms.office.com/r/X2XaVPasWu>
- POST 12/61** : **ADMINISTRATIVE OFFICER (X2 POSTS)**
- SALARY** : R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Koffiefontein, Ref No: 26/17/FS (X1 Post)
Magistrate Office: Harrismith, Ref No: 26/18/FS (X1 Post)
- REQUIREMENTS** : Three-year National Diploma/ Bachelor Degree in Public Administration/ Public Management or equivalent; Three (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; Knowledge of Case Flow Management will be an added advantage. Skills and Competencies: Computer literacy (Microsoft packages); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations; People management.
- DUTIES** : Key Performance Areas: Manage the financial and Human Resources of the section; Manage the Criminal and Civil administration sections; Manage the Family Law sections.; Manage Third Party Funds, Vote Accounts and Supply Chain Management for the office; Manage and administer support services to Case Flow Management and other court users.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili Tel No: 073 775 0709
: Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300 No 108 St Andrew Street, Bloemfontein or <https://forms.office.com/r/X2XaVPasWu>
- POST 12/62** : **ASSISTANT MASTER (GR 3-MR 5) REF NO: 2026/13/MP**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R324 579 – 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** : Master of The High Court: Nelspruit
- REQUIREMENTS** : LLB Degree or four years recognized legal qualification. At least two (2) years' appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Registration trusts Act, Curatorship's Act. Trust Property Control Act and other relevant legislation; Administration of the guardian's fund Act, 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.
- DUTIES** : Key Performance Areas: Manage the administration of guardian's funds and operations; Manage the administration of deceased estate; Manage the administration of insolvent estate; Manage administration of trust and curatorship's; Administration of service points operations; Manage human, finance and other resources.

- ENQUIRIES APPLICATIONS** : Ms NC Maseko Tel No: 083 284 9056
: 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 <https://forms.office.com/r/X2XaVPasWu>
- POST 12/63** : **FAMILY COUNSELLOR/ SOCIAL WORKER: GRADE 1- 4 REF NO: 26/VA16/NW**
- SALARY** : 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.
- CENTRE REQUIREMENTS** : Office of the family advocate – NW
: 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 and interviewing skills; Conflict resolution, evaluation and report writing skills; Diversity and attention to details.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Ms. L Shoai Tel No: (018) 397 7088
: 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. 2745 or <https://forms.office.com/r/X2XaVPasWu>
- POST 12/64** : **SENIOR COURT INTERPRETER (X3 POSTS)**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Welkom, Ref No: 26/20/FS (X1 Post)
Magistrate office: Bafokeng, Ref No: 26/14/NW (X1 Post)
Magistrate office: Potchefstroom, Ref No: 26/15/NW (X1 Post)
- REQUIREMENTS** : 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; A valid driver’s license: Language Proficiency: Welkom: English, IsiXhosa, Afrikaans and Sesotho. North West: Setswana, Afrikaans, IsiZulu, IsiXhosa or English. The following will serve as an added advantage: Ability to interpret in sign language and foreign language. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management; Confidentiality and ability to work under pressure.
- DUTIES** : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate/ Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors; Perform Specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
- ENQUIRIES APPLICATIONS** : Free State: Ms NM Dywili Tel No: 073 775 0709
North West: Ms. L Shoai Tel No: (018) 397 7088
: **Free State:** Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300 or hand deliver it at 108 St Andrew Street, Bloemfontein or <https://forms.office.com/r/X2XaVPasWu>
North West: 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. 2745 or <https://forms.office.com/r/X2XaVPasWu>

- NOTE** : Separate application must be made quoting the relevant reference number.
- POST 12/65** : **MAINTENANCE INVESTIGATOR REF NO: 26/VA19/NW**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Delareyville Magistrate Court
- REQUIREMENTS** : A 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: Good communication skills (verbal and written); Computer literacy (MS Office); Good interpersonal relations; Ability to work under pressure and to solve problems; Time Management; Documents management and filing.
- DUTIES** : Key Performance Areas: Serve maintenance summons, subpoenas, warrants and garnishee orders for District in terms of the Maintenance Act; Locate whereabouts of persons; Give testimony in Court under oath; Render administrative support to the Office.
- ENQUIRIES** : Ms. L Shoai Tel No: (018) 397 7088
- APPLICATIONS** : 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 <https://forms.office.com/r/X2XaVPasWu>
- POSTS 12/66** : **COURT INTERPRETER (X5 POSTS)**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Bethlehem, Ref No: 26/19/FS (X1 Post)
Mmabatho Regional Court, Groot – Marico) Ref No: 26/VA18/NW (X1 Post)
Magistrate Office: Mossel Bay, Ref No: 28/2026/WC (X1 Post)
Magistrate Office: Kuilsriver (Bluedowns), Ref No: 29/2026/WC (X1 Post)
Magistrate Office: Worcester, Ref No: 30/2026/WC (X1 Post)
- REQUIREMENTS** : NQF Level 4/ Grade 12; Proficiency in English and one or more indigenous languages. Language Proficiency, Bethlehem: IsiZulu, Sesotho, English and Afrikaans. Mmabatho: Setswana, Afrikaans, IsiZulu or IsiXhosa or English The following will serve as an added advantage: Three months Practical experience; Driver's license; Ability to interpret in sign language and or foreign language; Applicants will be subjected to language test. Skills and Competencies: Communication (verbal and written), Listening, Inter-personal relations, Computer literacy (MS word), Planning and organizing, Problem solving and analytical thinking skills; Time management; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi – judicial proceedings; Interpret during consultations; 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.
- ENQUIRIES** : Free State: Ms N Dywili Tel No: 073 775 0709
North West: Ms. L Shoai Tel No: (018) 397 7088
Western Cape: Ms P Paraffin Tel No: (021) 462 5471
- APPLICATIONS** : **Free State:** Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300 No 108 St Andrew Street, Bloemfontein or <https://Forms.Office.Com/R/X2xavpaswu>
North West: 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 <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 <https://forms.office.com/r/X2XaVPasWu> For Attention: Ms P Paraffin
- NOTE** : Separate application must be made quoting the relevant reference number.

<u>POST 12/67</u>	:	<u>ADMINISTRATION CLERK (X4 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Warden, Ref No: 26/16/FS (X1 Post) Magistrate Office: Wolmaransstad, Ref No: 26/VA17/NW (X1 Post) Office of the Family Advocate: Cape Town, Ref No: 26/2026/FA/WC (X2 Post)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State: Ms N Dywili Tel No: 073 775 0709 North West: Ms. L Shoaii Tel No: (018) 397 7088
<u>APPLICATIONS</u>	:	Free State Please direct your applications to: The Director: Human Resource, Private Bag X 20578, BLOEMFONTEIN 9300 No 108 St Andrew Street, BLOEMFONTEIN or https://forms.office.com/r/X2XaVPasWu North West: 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 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 https://forms.office.com/r/X2XaVPasWu For Attention: Ms P Paraffin
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 12/68</u>	:	<u>ADMINISTRATION /CRT CLERK REF NO:10/26/NC/OLI</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Olifantshoek
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Good communication (written and verbal) skills; Computer literacy (MS Office); Good interpersonal relations; Interpersonal relations; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management; Planning and organizations skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Prepare recordings of court proceedings; Render clerical and administrative functions; file/store and ensure safekeeping of court documents.
<u>ENQUIRIES</u>	:	Mr N. Leshage Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: 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 or https://forms.office.com/r/X2XaVPasWu Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal challenges. NB: Applicants will be subjected to a practical /technical test