

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 17 December 2024

NOTE : Interested applicants must submit their applications for employment to 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. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and 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 44/10 : **CHIEF EXECUTIVE OFFICER (DIRECTOR LEVEL): OFFICE OF THE LEGAL SERVICES OMBUD (OLSO) REF NO: 24/89/IDS**

SALARY : R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) LLB or equivalent 4 year legal qualification as recognized by SAQA; 5 years' of experience at senior managerial level in litigation; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Admittance as an Advocate/ admitted as Attorney with right of appearance at High Court; Knowledge of South African law, private law, constitutional law, criminal law, intellectual property, evidence and African Customary Law; Extensive knowledge of all local and international Legislation that regulates protection of children, 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 Act, the Prescription Act, 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 understanding of social dynamics related to OLSO mandate, investigation, litigation and office administration. 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; Diversity management; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the provisioning of sound professional assessment and investigation of complaints and legal services; Manage and coordinate the provision of operations and strategic support; Manage the provision of communication, public information, stakeholder management services and corporate image of the OSLO; Manage, coordinate and facilitate the administration of HR, ICT, Finance and facilities related processes for the OSLO.

ENQUIRIES APPLICATIONS : Mr. R Chauke Tel No: (012) 315 1329
: 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 email to DOJ24-89-IDS@justice.gov.za

POST 44/11 : **DIRECTOR: POLICY AND STRATEGY REF NO: 24/90/MAS**

SALARY : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master of The High Court: Pretoria
: An undergraduate qualification (NQF level 7) as recognized by SAQA in Bachelor of Science (BSc), BCom, LLB and Strategic Planning; 5 years' experience at middle/ senior management level; Nyukela Certificate (Certificate for entry into the Service Management Service from the National School of Government); Knowledge of process, system and policy improvement techniques, project management, law and strategic management; Knowledge of procurement directives, procedures, legislative framework governing the Public Service, Financial Management and regulatory framework/ guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act and Constitution; Knowledge and experience in office administration. 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 skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the development and implementation of the Master's modernization and digitization strategy; Manage the preparation and coordination of technical procedures and standards for Master's offices; Manage the development and implementation of policies; Manage Master's offices research and development programmes; Manage the development and implementation of Master's strategies; Manage human, finance and other resources.

ENQUIRIES APPLICATIONS : Mr. J. Maluleke Tel No: (012) 315 1090
: 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 email to DOJ24-90-MAS@justice.gov.za

POST 44/12 : **DIRECTOR: JUSTICE OPERATIONS AND FACILITIES REF NO: 24/VA28/NW**

SALARY : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Provincial Office North-West
: An NQF level 7 as recognized by SAQA in Public Management/Administration, Bachelor's of Science in Property Management, Bachelor of Science in Real Estate or Bachelor's Degree in Security Management, Bachelor's Degree in Public Management/Administration, Bachelors of Science in Property Management, Bachelor of Science in Real Estate OR Bachelor's Degree in Science Management at (NQF level 7); 5 years' experience at middle/senior level in a building environment and/ or property management field environment; Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); Skills and Competencies: Strategic Leadership Capability; Programme and Project Management; Financial Management; Change

- Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Honesty and Integrity.
- DUTIES** : Key Performance Areas: Manage justice operations; Manage infrastructure, facilities and auxiliary services; Manage security service and monitor risk of all courts in the province, Manage ICT related services, Manage and monitor justice stakeholder and customer relations; Manage human, finance and other resources. Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Manage justice operations, Manage infrastructure, facilities and auxiliary services, Manage security service and monitor risk of all courts in the region, Manage ICT related services, Manage and monitor justice stakeholder and customer relations; Manage effective utilization of resources in the directorate.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-28-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745.

OTHER POSTS

- POST 44/13** : **FAMILY ADVOCATE LP 7/8 REF NO: 69/2024/FA/WC**
- SALARY** : R884 268 – R1 459 071 per annum; (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office of the Family Advocate, Cape Town
- REQUIREMENTS** : An LLB Degree or recognised four (4) year legal qualification; At least five (5) years appropriate post qualification litigation experience; Admission as an Advocate; Attorneys with the right of appearance at the High Court. Skills and Competencies: Good communication skills, both verbal and writing; Research, investigation, monitoring, evaluation and report writing skills and Diversity; Dispute and Conflict Resolutions skills.
- DUTIES** : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereof; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure; Attend to all relevant circuit courts within Western Cape.
- ENQUIRIES** : Advocate S Ebrahim Tel No: (021) 426 1216
Ms T Buttress Tel No: (021) 426 1216
- APPLICATIONS** : Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to DOJ24-65-FA-WC@justice.gov.za DOJ24-69-FA-WC@JUSTICE.GOV.ZA
- FOR ATTENTION** : Ms P Paraffin
- NOTE** : Shortlisted applicants will be required to submit service certificates.
- POST 44/14** : **DEPUTY DIRECTOR: AREA COURT MANAGER: MOLOPO CLUSTER REF NO: 24/VA30/NW**
- SALARY** : R849 702 - R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Ngaka Modiri Molema District
- REQUIREMENTS** : 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: Leadership and management capabilities; Strategic capabilities; Financial Management skills; Planning and

- organising skills; Interpersonal relations; Communication (verbal and written); Accuracy and attention to detail.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Ms. PM Seletedi Tel No: (018) 397 7088/ 7106
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-30-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745.
- POST 44/15** : **DEPUTY DIRECTOR: CONTRACT AND SUPPLIER PERFORMANCE MANAGEMENT REF NO:24/10/FMS**
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply as the requirement changed)
- SALARY** : R849 702 – R1 000 908 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 7 qualification as recognize by SAQA in Supply Chain Management, BCom Law; Public Procurement Management or equivalent qualification; A minimum of 3 years' experience in Contract Management environment at management (Assistant Director) level; Knowledge of Supply Chain Management (SCM) regulatory framework, Contract Law, Public Finance Management Act, Preferential Procurement Policy Framework Act, Public Service Act, State Information Technology Act (SITA), Construction Industry Development Board (CIDB) and National Treasury prescript. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous Improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Provide supplier performance management services; Manage and enforce procurement contract processes to ensure compliance with the Contract Management framework; Manage contract management risk; Manage the functional operation of the Contracts and Supplier Performance Management Sub-directorate; 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 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 email to DOJ24-10-FMS@justice.gov.za
- POST 44/16** : **DEPUTY DIRECTOR: CONSTITUTIONAL RESEARCH AND REVIEW REF NO: 24/84/CD**
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: An undergraduate qualification (NQF level 7) in Humanities/Social and Political Sciences as recognized by SAQA; A minimum of 3 years' experience in research environment at managerial (Assistant Director) level; Knowledge of Public Finance Management Act (PFMA); Knowledge of prescripts, Act and Regulations within the Justice and Constitutional Development area; Understanding of human Rights development, Constitution of South Africa and relevant governance prescripts. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management.
- DUTIES** : Key Performance Areas: Coordinate and facilitate research on matters relating to constitutional democracy, fundamental human rights and constitutional values; Conduct and facilitate the constitutional research and review process; Coordinate

		and facilitate an enabling environment for research and review in government; Coordinate stakeholder research and review platforms; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M.D Modibane Tel No: (012) 315 1668 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 email to DOJ24-84-CD@justice.gov.za
<u>NOTE</u>	:	Preference will be given to women and people with disability.
<u>POST 44/17</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR 6) REF NO: 24/ 29/GP</u>
<u>SALARY</u>	:	R556 356 – R1 314 666 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>	:	Provincial Office Gauteng An LLB degree or equivalent qualification; At least 8 years' appropriate post qualification legal/Litigation experience; Knowledge of South African Legal System; legal practices and related spheres with specific reference in civil litigation and the law of contract, Knowledge of criminal procedures, practices and court rules; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Public Finance Management Act, Treasury Regulations, Financial Instructions and State Liability Act; Knowledge and experience of the judicial system and functions of the court; Knowledge and experience in office administration; A valid driver's license. Skills and Competencies: Computer literacy; Excellent Communication (Verbal and Written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to detail; Good filling skills; Report writing skills; Research ability; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Manage the vetting of contracts and provide legal advice and opinions relating to contracts; Manage the process of dealing with and managing Labour Litigation matter; Manage out of service debt; Manage and process losses in respect of State money and property; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R Moabelo 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 E-mail to: DOJ2024-29-GP@@justice.gov.za
<u>POST 44/18</u>	:	<u>COURT MANAGER (X4 POSTS)</u>
<u>SALARY</u>	:	R552 081 – R650 322 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Lehurutshe Magistrate Court Ref No: 24/VA31/NW Coligny Magistrate Court Ref No: 24/VA35/NW Lichtenburg Magistrate Court Ref No: 24/VA36/NW (Incumbent To be stationed at Schweizer-Reneke Magistrate Court) Magistrate's Office: Thaba Nchu Ref No: DOJ24/15/FS Colesburg Magistrate Office Ref No: 77/24/NC/COL
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/ Degree qualification (NQF Level 6) as recognized by SAQA in Public Administration/ Management/ Law/ Legal studies of field of study or equivalent legal qualification; A minimum of three years' experience in court management environment with a minimum of two years 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 Account; A valid driver's licence. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness;

<u>DUTIES</u>	: Developing others; Diversity management; Impact and influence; Planning and organizing; Problem solving; Project management. : Key Performance Areas: Coordinate and manage the financial, human resources of the office; risk and security in 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 analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<u>ENQUIRIES</u>	: North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106. : Free State: Ms. N Dywili Tel No: (051) 407 1800/073 775 0709 : Northern Cape: Ms S. Segopa Tel No: (053) 802 1300
<u>APPLICATIONS</u>	: North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Lehurutshe Magistrate Court Email: Doj24-31-NW@justice.gov.za : Coligny Magistrate Court Email: Doj24-35-NW@justice.gov.za : Lichtenburg Magistrate Court Email: Doj24-36-NW@justice.gov.za , or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745 : Free State: Please direct your applications to: The Director HR, Private Bag X20578, Bloemfontein, 9300 Email: DOJ24-15-FS@justice.gov.za or hand deliver to Physical Address: 108 St Andrew Street, Bloemfontein, 9300. : Northern Cape: 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 or email to DOJ24-77-NC@justice.gov.za
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number
<u>POST 44/19</u>	: <u>ASSISTANT DIRECTOR: TRC VICTIM SUPPORT COORDINATION REF NO: 24/82/CD</u>
<u>SALARY</u>	: R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: National Office, Pretoria : An undergraduate qualification (NQF level 7) in LLB/Political Science/Social Science as recognized by SAQA; A minimum of 3 years' experience in a Social cohesion or Human Rights redress environment; Knowledge of the Constitution of South Africa, Public Financial Management Act and other government prescripts; knowledge of Promotion of National Unity and Reconciliation Act and the Reparations Regulations; Understanding of Human Rights development. 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.
<u>DUTIES</u>	: Key Performance Areas: Facilitate the implementation of reparation programmes and projects; Monitor the implementation of reparation programmes and projects; Facilitate the development and implementation of all TRC reparations and awareness programmes; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. M. Modibane Tel No: (012) 315 1668 : 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 email to DOJ24-82-CD@justice.gov.za

- POST 44/20** : **ASSISTANT DIRECTOR HRM: TRAINING AND DEVELOPMENT REF NO: 24/VA21/NW**
- SALARY** : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : North-West Provincial Office
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA in Human Resource Management/ Human Resource Development; A minimum of 3 years experience in Human Resource Development work environment at a supervisory level. Skills and Competencies: Personal attributes; Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal skills; Planning and organizing; Problem solving and decision making; Project management; Team leadership; Computer literacy; Facilitation/ presentation skills.
- DUTIES** : Key Performance Areas: Facilitate and implement Workplace Skills Plan (WSP); Facilitate and implement training and development of employees; Facilitate and implement bursary and study assistance programmes; Facilitate and implement learnership and internship programmes; Provide effective people management.
- ENQUIRIES** : Ms PM Seletedi Tel No: (018) 397 7088/ 7106
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-21-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745.
- POST 44/21** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 2024/30/GP**
- SALARY** : R444 036 - R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: Gauteng (Randburg Cluster)
- REQUIREMENTS** : A Bachelor's Degree/ National Diploma in Finance/ Accounting or equivalent; At least three years' experience in a financial environment; Knowledge and understanding of the PFMA, Treasury Regulations and relevant Government regulations and policies. Knowledge and practical experience of BAS, Supply Chain Management and budgeting process within government. Skills and Competencies: Computer literacy; Proven managerial skills; Verbal and written communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure and overtime, if required; Facilitation, people, motivational and driving skills; Finance Management.
- DUTIES** : Key Performance Areas: Identify financial problems and risks by compliance assessments and report findings; Define and introduce financial control, procedure and methods towards sustaining a NAQ status; Identify training needs and ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions; Monitor and render support with cluster's monthly reconciliation of third party funds; Monitor audit recommendations and action plan to ensure compliance; Monitoring and report on effective supply chain and asset management processes within the cluster.
- ENQUIRIES** : Ms RR Moabelo Tel No: (011) 332 9000
- APPLICATIONS** : 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 Email to: DOJ2024-30-GP@justice.gov.za
- POST 44/22** : **ASSISTANT DIRECTOR: RECRUITMENT AND APPOINTMENT REF NO: 2024/31/GP**
- SALARY** : R444 036 -R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: Gauteng
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/ Industrial and Organisational Psychology; A minimum of 3 years' experience in human resource administration with a specific emphasis on

		Recruitment and Employment Practice work environment at a supervisory level. Skills and Competencies: Applied strategic thinking; Applying technology; Budget 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; Decision making; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the administration of recruitment process of human resources; Coordinate the implementation of selection processes for human resources; Coordinate the administration of human resources appointment and exit Processes; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. RR Moabelo Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	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 Email: DOJ2024-31-GP@justice.gov.za
<u>POST 44/23</u>	:	<u>ADMINISTRATION OFFICER REF NO: 24/VA10/NW (X4 POSTS)</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Madikwe Magistrate Court Ref No: 24/VA10/NW Hanover Magistrate office Ref No: 78/24/NC/HAN Vossman Magistrate Office Ref No: 2024/30/MP Magistrate Office, Bredasdorp Ref No: 44/2024/WC
<u>REQUIREMENTS</u>	:	Three year National Diploma/Bachelor's degree in Public Administration/ Management or equivalent; Three years administration experience; knowledge of Human Resources Management; Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Budget control, Asset, Facility Management and PFMA. Skills and Competencies: Computer literacy (Microsoft packages); Organising and problem solving skills; Sound Leadership and management skills; Good interpersonal relations; People Management.
<u>DUTIES</u>	:	Key Performance Areas: 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 processes; Manage the Criminal and Civil Court Administration Sections, section related to Family Courts, Supply Chain Management of the office; 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 to ensure delivery of services.
<u>ENQUIRIES</u>	:	North-West Ms. PM Seletedi Tel No: (018) 397 7088/7106 Northern Cape: Ms S. Segopa Tel No: (053) 8021300 Mpumalanga: MS KN Zwane at 060 532 2006 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	North-West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-10-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745. Northern Cape: Quoting the relevant reference number, direct your application to: 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 email to DOJ24-78-NC@justice.gov.za . Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 5th Floor Building, Nelspruit, 1200 Or email to DOJ24-30-MP@justice.gov.za Western Cape: Please direct your applications to: The Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to DOJ24-44-WC@justice.gov.za
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.

<u>POST 44/24</u>	<u>COURT INTERMEDIARY (X9 POSTS)</u>
<u>SALARY</u>	R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	Provincial Office: Gauteng Ref No: 2024/24/GP Magistrate Tembisa Ref No: 2024/25/GP Magistrate Tsakane Ref No: 2024/26/GP Magistrate Benoni Ref No: 2024/27/GP Magistrate Oberholzer Ref No: 2024/28/GP Magistrate's Offices: Harrismith Ref No: DOJ24/19/FS Magistrate Office: Colesburg Ref No: 82/24/NC/COL Magistrate office: Galeshewe Ref No: 83/24/NC/GAL Magistrate Office: Clanwilliam Ref No: 38/2024/WC
<u>REQUIREMENTS</u>	Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, Social work/ family counselling, child care and youth development, paediatrics, psychiatry, clinical counselling, educational psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years' working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Proficiency in the following languages: Provincial Office, Gauteng: English, Sepedi and Venda; Magistrate Tembisa: English, Venda and Tsonga; Magistrate Tsakane: English, Xhosa and Zulu; Magistrate Benoni and Magistrate Oberholzer: English and Afrikaans; Magistrate's Offices: Harrismith: English, Sesotho, IsiZulu and IsiXhosa; Magistrate Colesburg; English, Afrikaans and Sesotho; Magistrate Galwshewe; English, Afrikaans, Setswana and Xhosa; Magistrate Clanwilliam; English, Afrikaans and IsiXhosa. Skills and Competencies: Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses); Trauma and basic counseling skills; interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.
<u>DUTIES</u>	Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support service in court; Assist children to testify with the aid of anatomically-detailed dolls.
<u>ENQUIRIES</u>	Gauteng: Ms RR Moabelo Tel No: (011) 332 9000 Free State: Ms NM Dywili Tel No: (051) 407 1800/ 073 775 0709 Northern Cape: Mr L A Swartz Tel No: (053) 802 1300 Western Cape: Mr D Xegwana Tel No: (022) 482 1121
<u>APPLICATIONS</u>	Gauteng: 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 EMAIL TO: DOJ2024-24-GP@justice.gov.za , DOJ2024-25-GP@justice.gov.za , DOJ2024-26-GP@justice.gov.za , DOJ2024-27-GP@justice.gov.za and DOJ2024-28-GP@justice.gov.za Free State: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300, Email: DOJ24-19-FS@justice.gov.za OR hand deliver at No 108 St Andrew Street, Bloemfontein Northern Cape: 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 or email to DOJ24-82-NC@justice.gov.za and DOJ24-83-NC@justice.gov.za.

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 email to DOJ24-38-WC@justice.gov.za For Attention: Ms P Paraffin

<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 44/25</u>	:	<u>PRINCIPAL COURT INTERPRETER (X6 POSTS)</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Johannesburg Ref No: 2024/32/GP (X1 Post) Magistrate Pretoria Ref No: 2024/33/GP (X1 Post) Magistrate Office Welkom Ref No: 24/24/FS (X1 Post) Magistrate Office; Atlantis Ref No:40/2024/WC (X1 Post) Magistrate Office: Caledon Ref No:42/2024/WC (X1 Post) Magistrate Office: Wynberg Ref No:43/2024/WC (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4/Grade 12; National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Five years of practical experience as a Court Interpreter with a minimum two years supervisory experience; Proficiency in English; Proficiency in two or more indigenous languages; Valid driver's license. Language requirements: Magistrate Johannesburg: English, IsiZulu and Setswana and Magistrate Pretoria: English, Afrikaans, Xitsonga, Setswana/Sepedi/Sesotho and Isizulu; Magistrate Welkom: Sesotho, Setswana, IsiXhosa, English and Afrikaans; Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical Thinking; Problem Solving; Planning and Organising; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in court of Law (Civil, Criminal matters and Small Claim court; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Attend to personnel administrative aspects; Procure foreign language interpreters and casuals in line with PFMA. Provide effective people management.
<u>ENQUIRIES</u>	:	Gauteng: Ms R Moabelo Tel No: (011) 332 9000 Free State: Ms N Dywili Tel No: (051) 407 1800/073 775 0709 Cape Town: Mr H Konkie Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Gauteng: 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. E-Mail Address: DOJ2024-32-GP@justice.gov.za and DOJ2024-33-GP@justice.gov.za Free State: Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein, 9300, Email: DOJ24-24-FS@justice.gov.za or hand deliver at No 108 St Andrew Street, Bloemfontein 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 email to: DOJ24-40-WC@justice.gov.za for Atlantis, DOJ24-42-WC@justice.gov.za for Caledon DOJ24-43-WC@justice.gov.za for Wynberg. Please Note: Separate application must be made per centre and quoting the relevant reference number. For Attention: Ms P Paraffin
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 44/26</u>	:	<u>HUMAN RESOURCE PRACTITIONER: CONDITION OF SERVICES REF NO: 2024/35/GP (X2 POSTS)</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Gauteng
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/Public Service Administration/ Industrial and Organisational Psychology; A minimum of 1 year experience in Human Resource

		Conditions of Services work environment; Knowledge of human resource administration; Knowledge of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations and Treasury Regulations. Skills and Competencies: Computer literacy; Creative and thinking; Citizen service orientation; Decision making; Diversity citizen; Good communication (verbal and written); Reports writing skills; Problem solving skills; Self-Management; Team membership; Technical proficiency; Personal attribute.
<u>DUTIES</u>	:	Key Performance Areas: Implementation of general condition of service and service benefits; Develop and maintain HR System; Leave administration; Capture Appointments/ Transfers/ Promotions/ Terminations; Customer liaison and reporting.
<u>ENQUIRIES</u>	:	Ms. RR Moabelo Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	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 Email: DOJ2024-35-GP@justice.gov.za
<u>POST 44/27</u>	:	<u>MAINTENANCE INVESTIGATOR (X8 POSTS)</u>
<u>SALARY</u>	:	R308 154 -R362 994 per annum. The successful candidate will be required to sign a Performance agreement.
<u>CENTRE</u>	:	Mankwe Magistrate Court Ref No: 24/VA14/NW Magistrate Soshanguve Ref No: 2024/19/GP Magistrate Tembisa Ref No: 2024/20/GP Magistrate Booyens Ref No: 2024/21/GP Magistrate Randburg Ref No:2024/22/GP Magistrate Atteridgeville Ref No: 2024/23/GP Kimberley Magistrate Office Ref No: 81/24/NC/KIM Magistrate Office, Oudtshoorn Ref No: 36/2024/WC
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent qualification: Relevant Administrative Experience in Family Law Matters; Knowledge of the Maintenance Act (Act Of 99 Of 1998); A valid drivers license; Skills and Competencies: Computer literacy (Ms Office); Numeracy skills; Communication skills (Verbal and written); Ability to work with the public in a professional and empathetic manner; Explain terminology and processes in simple language; Time management; Facilitation skills; Innovation; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Serve Maintenance Summons, Subpoenas, 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.
<u>ENQUIRIES</u>	:	Gauteng: Ms R Moabelo Tel No: (011) 332 9000 North-West: Ms. PM Seletedi Tel No: (018) 397 7088/7106 Northern Cape: Mr R. Motlekar Tel No: (053) 802 1300 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Gauteng: 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 Email to DOJ2024-19-GP@justice.gov.za , DOJ2024-20-GP@justice.gov.za , DOJ2024-21-GP@justice.gov.za , DOJ2024-22-GP@justice.gov.za and DOJ2024-23-GP@justice.gov.za . North-West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-14-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745. Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6106, Kimberley, 8300 or hand deliver at the New Public Buildings, (Magistrates Court) Cnr of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to DOJ24-81-NC@justice.gov.za

		Western Cape: Quoting the relevant reference number, 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 email to DOJ24-36-WC@justice.gov.za
<u>NOTE</u>	:	Separate applications must be made quoting the relevant reference number.
<u>POST 44/28</u>	:	<u>SENIOR COURT INTERPRETER (X4 POSTS)</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Klerksdorp Magistrate Court Ref No: 24/VA12/NW (X1 Post) Magistrate Office: Vrede and Bethlehem Ref No: DOJ24/16/FS (X2 Posts) Magistrate Office, De Aar Ref No: 84/24/NC/DA: (X1 Post)
<u>REQUIREMENTS</u>	:	A Grade 12 and ten years practical experience in court interpreting or National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and Minimum of three years practical experience in court interpreting, A valid drivers's licence. Language Proficiency: Magistrate: Vrede and Bethlehem: English, Sesotho, IsiZulu and Afrikaans, Magistrate Klerksdorp; Setswana, English or IsiZulu or IsiXhosa or Afrikaans; Applicants will be subjected to a language test. Magistrate: De Aar: Language Requirements: English, Afrikaans and Setswana are compulsory. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	North West: Ms. PM Seletedi Tel No: (018) 397 7088/ 7106 Free State: Ms NM Dywili Tel No: (051) 407 1800/ 073 775 0709 Northern Cape: Mr M. Mokgola Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	North-West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-12-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745. Free State: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300, Email: DOJ24-16-FS@justice.gov.za and DOJ24-17-FS@justice.gov.za OR hand deliver at No 108 St Andrew Street, Bloemfontein. Northern Cape: 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 or email to DOJ24-84-NC@justice.gov.za . Faxed applications will not be considered.
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 44/29</u>	:	<u>PROVISIONING ADMINISTRATION OFFICER REF NO: 24/VA17/NW</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: North-West
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Three-year Bachelor's degree/National Diploma in Public Management/ Administration; A minimum of three (03) years appropriate experience in Government procurement systems, provisioning and office Services: supply chain management or purchasing; A valid driver's license. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Microsoft packages); Good interpersonal relations; Understanding of codified instructions, DFI and other related prescripts; Ability to work under pressure and deliver according to tight deadline; Customer service;

- Proven managerial and leadership skills; Accuracy and attention to detail; Project management.
- DUTIES** : Key Performance Areas: Manage transcription services in the Region; Compile monthly reports; Manage Projects; Complain management; Manage Service delivery improvement program; Render efficient and effective support to courts; Draft memoranda submissions and reports; Compile statistics to show performance and trends; Render administrative support to the directorate; Issue suppliers by checking the requisition form for completeness; Introduce internal control measures in the section; Make entries into all kinds applicable documents, registers, charts and books in order to determine the stock levels and to replenish stock; Manage the inventory of the office furniture, equipment and stationery of the directorate; Ensure suppliers are registered on the database; Perform any other duties necessary to ensure smooth running of the office.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/ 7106
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-17-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745.
- POST 44/30** : **CHIEF ADMINISTRATION CLERK REF NO: 24/VA11/NW**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Odi Provincial Court
- REQUIREMENTS** : Grade 12 or equivalent qualification; Three years relevant experience in the Court Environment. Skills and Competencies: Computer literacy (Microsoft packages); Good analytical skills; Communication skills (verbal and written); Team work; Good interpersonal relations; Action orientation; Planning and organizing skills; Flexibility; Adaptability; Numerical skills.
- DUTIES** : Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component; Provide effective people management.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735. Email: Doj24-11-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745.
- POST 44/31** : **MAINTENANCE OFFICER: MR3 – MR 5 (X3 POSTS)**
- SALARY** : R307 659 – R625 059 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Stilfontein Magistrate Court Ref No: 24/VA13/NW
Wolmaranstad Magistrate Court Ref No: 24/VA20/NW
Brits Magistrate Court Ref No: 24/VA37/NW
- REQUIREMENTS** : An LLB Degree or a four (4) year recognized legal qualification; At least 2 years' post qualification legal experience; Knowledge of Maintenance Act; Understanding of all services and procedure in the area of Maintenance; Proficiency in the following languages; Setswana, Afrikaans and English; A valid driver's licence. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and ability to work under pressurized environment.
- DUTIES** : Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders; Provide effective people management to the Family Law Section and Maintenance Investigator.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106

- APPLICATIONS** : Quoting The Relevant Reference Number, Direct Your Application To: The Provincial Head, Private Bag X2033, Mmabatho, 2735. Email: Stilfontein Magistrate Court Doj24-13-Nw@Justice.Gov.Za; Wolmaranstad Magistrate Court Doj20-13-Nw@Justice.Gov.Za and Brits Magistrate Court Doj24-37-Nw@Justice.Gov.Za Or Hand Deliver It At 22 Molopo Road, Ayob Gardens, Mafikeng.2745.
- NOTE** : Separate application must be made quoting the relevant reference number.
- POTS 44/32** : **REGISTRAR (MR1 – MR5) (X2 POSTS)**
- SALARY** : R239 673 – R1 053 387 per annum, (Salary will be accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Johannesburg Ref No: 2024/34/GP
Office of the Regional Court President Ref No: 87/24/NC/KIM
- REQUIREMENTS** : An LLB Degree or four (4) year recognized legal qualification; A valid drivers' license; Skills and Competencies: Co-ordinate Case Flow Management Support Service to the Judiciary and prosecution at Provincial level; Process and issue judgements by default; Issue court orders, procedures and practices and costs periodically; Manage court information relating to civil and criminal section and all case records; Manage tax legal bills of costs and attend to the review which may follow from such taxation; Provide guidance regarding annotation of relevant publications, codes, acts and rules; Co-ordinate written and respond to correspondence; Provide effective people management
- ENQUIRIES** : Gauteng: Ms R Moabelo Tel No: (011) 332 9000
Northern Cape: Mr L A Swartz Tel No: (053) 802 1300
- 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, E-Mail Address: DOJ2024-34-GP@justice.gov.za
Northern Cape: 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 or email to DOJ24-87-NC@justice.gov.za.
- NOTE** : Separate application must be made quoting the relevant reference number.
- POST 44/33** : **MAINTENANCE OFFICER MR1- MR5 (X7 POSTS)**
- SALARY** : R239 673 - R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Nigel Ref No: 2024/15/GP
Magistrate Springs Ref No: 2024/16/GP
Magistrate Tembisa Ref No: 2024/17/GP
Magistrate Palmridge Ref No: 2024/18/GP
Springbok Magistrate office (Will serve Garies, Port Nolloth and Pofadder) Ref No: 79/24/NC/SPR
Kudumane Magistrate Office, (Will serve Hartswater, Warrenton and Jan Kempdorp) Ref No: 80/24/NC/KUD
Magistrate Office, Hermanus Ref No: 39/2024/WC
- REQUIREMENTS** : An LLB Degree or a four (4) recognized years legal qualification; Knowledge of the maintenance system; Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy skills; Interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to detail. Magistrate Nigel: English, Isizulu, Xhosa and Sesotho; Magistrate Springs: English, Isizulu, Afrikaans and Sesotho; Magistrate Thembisa: English, Xitsonga, Tshivhenda and Sepedi; Magistrate Palmridge: English, Sesotho and Xhosa.

<u>DUTIES</u>	:	Key Performance Areas: Perform the powers, duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Guide Maintenance Investigators in the performance of their function; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; compile statistics.
<u>ENQUIRIES</u>	:	Gauteng: Ms. RR Moabelo Tel No: (011) 332 9000 Northern Cape: Mr R. Motlekar Tel No: (053) 802 1300 Western Cape: Mr A Lupondwana Tel No: (021) 859 4461
<u>APPLICATIONS</u>	:	Gauteng: 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. EMAIL: VShiburi@justice.gov.za , or DOJ2024-15-GP@justice.gov.za , DOJ2024-16-GP@justice.gov.za , DOJ2024-17-GP@justice.gov.za , DOJ2024-18-GP@justice.gov.za Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6106, Kimberley, 8300 or hand deliver at the New Public Buildings, (Magistrates Court) Cnr of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR email to DOJ24-79-NC@justice.gov.za and DOJ24-80-NC@justice.gov.za . Western Cape: Please direct your applications to: The Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to DOJ24-39-WC@justice.gov.za
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 44/34</u>	:	<u>COURT INTERPRETER (X18 POSTS)</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Palmridge Magistrate Ref No: 2024/12/GP (X1 Post) Palmridge Magistrate Ref No: 2024/13/GP (X1 Post) Palmridge Magistrate Ref No: 2024/14/GP (X1 Post) Diepsloot Magistrate Ref No: 2024/36/GP (X1 Post) Randburg Magistrate Ref No: 2024/37/GP (X1 Post) Randburg Magistrate Ref No: 2024/38/GP (X1 Post) Wolmaranstad Magistrate Ref No: 24/VA23/NW (X2 Posts) Klerksdorp Magistrate Ref No: 24/VA25/NW (X1 Post) Kgomotso Magistrate Ref No: 24/VA26/NW (X1 Post) Orkney Magistrate Ref No: 24/VA27/NW (X1 Post) Magistrate Office: Harrismith Ref No: DOJ24/22/FS (X1 Post) Magistrate Office: Winnie Mandela (Brandfort) Ref No: DOJ24/17/FS (X1 Post) Keimoes Magistrate Ref No: 85/24/NC/KEI (X1 Post) Upington Magistrate Ref No: 86/24/NC/UPT (X1 Post) Atlantis Magistrate Ref No: 29/2024/WC (X1 Post) Calitzdorp Magistrate Ref No: 30//2024/WC (X1 Post) Wynberg Offices Ref No: 32/2024/WC (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: Palmridge Magistrate: English and Afrikaans; Palmridge Magistrate: English and Setswana; Palmridge Magistrate: English and Xhosa; Diepsloot Magistrate: English, Xitsonga and Tshivenda; Randburg Magistrate: English, IsiXhosa and IsiZulu ; Randburg Magistrate: English, Sesotho and Setswana; Diepsloot Magistrate: English, Xitsonga and Tshivenda; Randburg Magistrate: English, IsiXhosa, IsiZulu; Sesotho or Setswana; Wolmaranstad Magistrate: Setswana, English, isiZulu or Afrikaans; Klerksdorp Magistrate, Kgomotso Magistrate and Orkney Magistrate: Setswana ,English, isiZulu or IsiXhosa; Harrismith: English, Sesotho, IsiZulu Afrikaans; Winnie Mandela (Brandfort): English, Sesotho, IsiXhosa and Afrikaans; Keimoes Magistrate and Upington Magistrate: Afrikaans, English & Setswana is compulsory. Three months Practical experience will be an added advantage; Drivers license will be an added advantage. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Gauteng: Ms R Moabelo Tel No: (011) 332 9000 North-West: Ms. PM Seletedi Tel No: (018) 397 7088/ 7106 Free State: Ms NM Dywili Tel No: (051) 407 1800/ 073 775 0709 Northern Cape: Mr N. Leshage Tel No: (053) 802 1300 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Gauteng: 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 email to DOJ2024-12-GP@justice.gov.za or DOJ2024-13-GP@justice.gov.za or DOJ2024-14-GP@justice.gov.za or DOJ2024-36-GP@justice.gov.za or DOJ2024-37@justice.gov.za or DOJ2024-38-GP@justice.gov.za North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735. Email: Doj24-23-NW@justice.gov.za / Doj24-25-NW@justice.gov.za / Doj24-26-NW@justice.gov.za / Doj24-27-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745. Free State: Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300, Email: DOJ24-22-FS@justice.gov.za and DOJ24-17-FS@justice.gov.za OR hand deliver at No 108 St Andrew Street, Bloemfontein Northern Cape: 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 OR email to DOJ24-85-NC@justice.gov.za and DOJ24-86-NC@justice.gov.za . Western Cape: Please direct your applications to: The Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to: DOJ24-29-WC@justice.gov.za for Atlantis DOJ24-30-WC@justice.gov.za for Calitzdorp DOJ24-32-WC@justice.gov.za for Wynberg.
<u>POST 44/35</u>	:	<u>LEGAL ADMINISTRATION CLERK: LEGAL SERVICES REF NO: 24/VA22/NW</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Provincial Office: North-West
<u>REQUIREMENTS</u>	:	A Grade 12 or equivalent qualification. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing; Attention to detail; Interpersonal relation
<u>DUTIES</u>	:	Key Performance Areas: Processing of applications for appointment of Commissioner's of Oath applications and prepare memorandum for appointments; Process applications for expungements of criminal records (section 271B (1) of the criminal procedure Act. 1977(act no 51 of 1977) form A, form B and form C; Assist /coordinate LGBTIQ+ meetings which include – provincial task team, Rapid response team; Process applications for Justice of peace and pardon to the president as prescribed; Render general administrative services to the Legal directorate; Provide secretariat/receptionist support services to the Legal directorate; Liaise with other departments and communities on programmes around crime prevention; Assist with NRSO administration and capturing; Attend to walk ins and refer to the relevant office; Initiate , plan, implement and conduct community awareness campaign.
<u>ENQUIRIES</u>	:	Ms PM Seletedi Tel No: (018) 397 7088/ 7106

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. Email: Doj24-22-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745.

POST 44/36 : **ADMINISTRATION CLERK (X6 POSTS)**

SALARY : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Orkney Magistrate Court Ref No: 24/VA09/NW
 Bushbuckridge Magistrate Office Ref No: 2024/29/MP
 Magistrate Offices: Caledon Ref No: 10/2024/WC
 Magistrate Office: Goodwood Ref No: 14/2024/WC
 Magistrate Office: Swellendam Ref No: 22/2024/WC
 Magistrate Office: Wynberg Ref No: 25/2024/WC

REQUIREMENTS : A Grade 12 or equivalent qualification. Skills and Competencies: Good communication skills (verbal and written); 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 general clerical support services; Provide the financial administration support services in the component; Keep and maintain personnel records in the component; Provide supply chain clerical support services within the component; Provide various administrative duties.

ENQUIRIES : North-West: Ms PM Seletedi Tel No: (018) 397 7088/ 7106.
 Mpumalanga: Mr TV Mavundla at 078 802 0741
 Western Cape: Ms P Paraffin Tel No: (021) 462 5471

APPLICATIONS : **North-West:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-09-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745.
Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre, 5th Floor Building, Nelspruit, 1200 Or email to DOJ24-29-MP@justice.gov.za.
Western Cape: Quoting the relevant reference number, direct your applications to: The Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or email to: DOJ24-10-WC@justice.gov.za
 Caledon, DOJ24-14-WC@justice.gov.za
 Goodwood, DOJ24-22-WC@justice.gov.za
 Swellendam and DOJ24-25-WC@justice.gov.za for Wynberg.

NOTE : Separate application must be made quoting the relevant reference number

POST 44/37 : **ADMINISTRATION CLERK: PARTICIPATORY DEMOCRACY REF NO: 24/85/CD**

SALARY : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : Grade 12 certificate or equivalent; Skills and Competencies: Communication skills (verbal & written); Interpersonal relations; Computer literacy; Numerical skills; Ability to work under pressure and be self-motivated.

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

ENQUIRIES : Ms M.D Modibane Tel No: (012) 315 1668

APPLICATIONS : 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 email to DOJ24-85-CD@justice.gov.za

POST 44/38 : **ADMINISTRATION CLERK: TRUTH AND RECONCILIATION UNIT REF NO: 24/81/CD (X4 POSTS)**

SALARY : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office; Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification; Skills and Competencies: Computer literacy; Creative thinking; Customers service orientation; Problem analysis; Self - management; Team membership; Technical proficiency; Planning and organizing; Communication skills (verbal and written).

DUTIES : Key Performance Areas: Render general clerical support services; Administer documents and validate the data; Engage with stakeholders for verification and finalization of information.

ENQUIRIES : Ms. M. Modibane Tel No: (012) 315 1668

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 email to DOJ24-81-CD@justice.gov.za