

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 23 September 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 does 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 this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 32/08 : **CHIEF MASTER: MASTER OF THE HIGH COURT AND FAMILY LAW SERVICES REF NO: 24/32/MAS**

SALARY : R1 741 770 – R1 962 090 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate legal qualification (NQF level 7) and a post graduate legal qualification (NQF level 8) as recognized by SAQA; A minimum of 8 years' experience at senior management level in litigation/ masters services; Admission as an Advocate/ Admitted as Attorney with right of appearance at High Court; Nyukela Certificate (Certificate for entry into the Senior Management Service from the National School of Government); Skills and Competencies: Strategic capability and leadership; Project and programme 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: Oversee and manage the formulation of policy, strategy and facilitation of operational risk management; Oversee, manage and monitor Master's operations in regions; Oversee and manage the administration and delivery of Family Law Services; Oversee, facilitate and manage the stakeholder relations for the Masters Branch; Oversee and provide strategic leadership to the Office of the Master of the High Court; Provide effective people management.

ENQUIRIES : Mr. J. Maluleke Tel No: (012) 315 1090

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 DOJ24-32-MAS@justice.gov.za

<u>POST 32/09</u>	:	<u>CHIEF DIRECTOR: MASTERS OPERATIONS REF NO: 24/33/MAS</u>
<u>SALARY</u>	:	R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria An undergraduate qualification (NQF level 7) LLB or equivalent 4 year legal qualification as recognized by SAQA Law Degree; 5 years experience at senior management level in litigation; Admission as an Advocate/ Admitted as Attorney with right of appearance at High Court; Nyukela Certificate (Certificate for entry into the Senior Management Service from the National School of Government); Knowledge of foundations of South African law, private law, constitutional law, criminal law, intellectual property, evidence, African Customary Law and all Masters services with its Legislations/ Act; Knowledge of Children’s Act, The Hague Convention of the Civil Aspects of International Child Abduction, Maintenance Act, reciprocal enforcement of Maintenance Orders, Child Care Act, all local and international Legislation that regulates protection of children; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation, the law of contract, the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act and the State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions And The State Liability Act; Knowledge And Experience In Office Administration. Skills and Competencies: Strategic capability and leadership; Project and programme 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.
<u>DUTIES</u>	:	Key Performance Areas: Manage the implementation of deceased estate; Manage the implementation of insolvencies, trust and curatorship; Manage the implementation of guardian’s fund; Manage the implementation of master’s service delivery standard; Manage and coordinate masters operations projects; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. J. Maluleke Tel No: (012) 315 1090 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 DOJ24-33-MAS@justice.gov.za
<u>POST 32/10</u>	:	<u>HEAD OF JUSTICE COLLEGE: REF NO: 24/34/IDS</u>
<u>SALARY</u>	:	R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidates will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An undergraduate qualification (NQF7) as recognised by SAQA in LLB/ Training Management; 5 years experience at senior managerial level in a training environment; Nyukela Certificate (Certificate for entry into the Senior Management Service from the National School of Government); Knowledge and understanding of education, training and development regulatory framework and policies, Human Resources Development strategy and skills development, assessment and evaluation framework, curriculum development, accreditation and quality assurance; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act (PFMA). Skills and Competencies: Strategic capability and leadership; Project and programme 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.
<u>DUTIES</u>	:	Key Performance Areas: Oversee the design and implementation of the strategies and frameworks that work as catalysts for staff retention in the Department; Oversee the delivery of value-adding learning interventions and methods; Oversee the effectiveness of the learning outcomes and

		interventions; Oversee the administration, operations and strategic partnerships of the institution; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr. R. Chauke Tel No: (012) 315 1329
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human 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. Pretoria or email to DOJ24-34-IDS@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 32/11</u>	:	<u>DIRECTOR: FINANCE REF NO: 57/24EC</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: East London
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7) in Financial Management/ Financial Accounting / BCom in Public Finance or Auditing as recognized by SAQA; Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); 5 years' experience at middle/senior managerial level; Knowledge of Financial Management and Accounting at managerial level, Knowledge and understanding of Public Finance Management Act and budget management; Public Service Regulations, Public Service Act, Treasury Regulations and Public Audit Act; A valid driver's license. 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; Honesty and integrity; Personal attributes.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and co-ordinate report on financial administration and compliance matters which is aligned to the Medium-Term Strategic Plan and Medium Term Expenditure Framework (MTEF) of the Department; Provide efficient and effective financial administrative support with respect to financial accounting and management accounting .Advise and assist the Provincial Head and Senior Management in the exercise of powers, functions assigned and delegations in terms of PFMA and other relevant legislation; Ensure compliance with the accounting best practices, norms and standards; Establish and maintain effective, efficient and transparent systems of financial management and internal control; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or email to DOJ24-57-EC@justice.gov.za
<u>POST 32/12</u>	:	<u>DIRECTOR: FORENSIC AUDIT AND INVESTIGATION REF NO: 24/43/DG</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in B Com Accounting/ Internal Auditing/ LLB Auditing as recognized by SAQA; 5 years' experience at middle/senior managerial level in Internal Audit environment; Professional certification in Certified Internal Auditor (CIA)/ Certified Fraud Examiner (CFE); Nyukela Certificate (Certificate for entry in the Senior Management services from school of Government); Knowledge and understanding of Public Finance Management Act, relevant governance prescripts including Treasury Regulations and interpretation of statutes. 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.
<u>DUTIES</u>	:	Key Performance Areas: Manage and conduct forensic investigations in relation to fraud, theft and maladministration; Manage the investigations on transgressions reported to the Department; Manage the maintenance of the investigated reports; Manage employee -education and awareness

- programmes on anti-corruption and Code of-Conduct; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. R Chauke Tel No: (012) 315 1329
 : 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 DOJ24-43-DG@justice.gov.za
- POST 32/13** : **DIRECTOR: VICTIM SUPPORT AND SEXUAL OFFENCES REF NO: 24/52/CA**
- 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** : National Office, Pretoria
 : An LLB (NQF level 7) Degree as recognized by SAQA; 5 years' experience at a middle/ senior managerial level in a legal environment; Nyukela Certificate (Certificate for entry into the Senior Management Services from the National School of Government); Knowledge of the South African legal system and its laws in particular the Constitutional Law and the domestic legal framework relating to the fight against Gender Based Violence and Femicide (GBVF) as well as the application of the international law; Knowledge of the GBVF sector and the multisectoral stakeholder management, criminal court and the establishment of a victim centric justice system, International and provincial protocols on victim support and gender-based violent crimes; Knowledge of legal framework on Gender-Based Violence and Femicide and related case law, as well as the Presidential Summit Declaration on Gender-Based Violence and Femicide; Knowledge and understanding of Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instruction and Public Finance Management Act. Skills and Competencies: Strategic leadership capability; 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; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the implementation of legal framework on Sexual Offences; Manage the implementation of legal framework, programmes on victim support and related matters; Manage the implementation of legal framework on older persons; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. S. Kgafela Tel No: (012) 315 1042
 : 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 DOJ24-52-CA@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 32/14** : **DIRECTOR: MUTUAL LEGAL ASSISTANCE AND EXTRADITION REF NO: 24/37/CD**
- 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** : National Office, Pretoria
 : An undergraduate qualification (NQF level 7) LLB specialization in International Law or International Relations as recognized by SAQA; 5 years' of experience at a middle/senior managerial level in a legal environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of South African foreign policies and national interest, international law and relations; Knowledge of criminal, civil law, international law, constitutional law cases and relations; Knowledge and understanding of the Constitution of South Africa; Knowledge of government prescripts, Public Finance Management Act (PFMA), Treasury Regulations and Interpretation of statutes. 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.
<u>DUTIES</u>	:	Key Performance Areas: Manage the processing and coordination of requests for mutual legal assistance and extradition, enforcement of foreign orders on behalf of the Department; Initiate, facilitate, coordinate negotiations on mutual legal assistance in criminal matters and extradition agreements with foreign countries and relevant entities; Manage the process of reciprocal enforcement of foreign maintenance orders; Represent the department in bi-national and multilateral engagements; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. MD 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 DOJ24-37-CD@justice.gov.za
<u>POST 32/15</u>	:	<u>DIRECTOR: CONSTITUTIONAL RESEARCH AND REVIEW REF NO: 24/38/CD</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA in Humanities/Social/Political Sciences/LLB; 5 years' experience at a middle/senior managerial level; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of Public Finance Management Act, Prescripts, Act and regulations within the Justice and Constitutional Development area, Human Rights laws; Knowledge and understanding of Human Rights developments, Constitution of South Africa and relevant governance prescripts. 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.
<u>DUTIES</u>	:	Key Performance Areas: Manage and conduct research on legislation impacting on constitutional democracy, fundamental human rights and constitutional values; Manage and conduct constitutional research and review; Manage and facilitate an enabling environment for research and review in government; Monitor implementation of the constitutional instruments and tools by the three spheres of government; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MD 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 DOJ24-38-CD@justice.gov.za .
<u>POST 32/16</u>	:	<u>DIRECTOR: LANGUAGE SERVICES AND INTERPRETING REF NO: 24/39/CA</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Legal Interpreting, Language Practice, Linguistic or relevant qualification; 5 years' experience at a middle/senior managerial level of which 3 years must be in the language and interpreting environment; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act; Knowledge of Criminal, Civil and family cases, Constitutional law cases, court operations and Policy development. 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; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the provision of language interpretation services in court proceedings; Manage and facilitate the implementation of language policy within the Department; Manage the coordination, reporting and analysis of court interpreting information and translation; Manage the quality assurance for court interpreting and translation services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr S. Kgafela Tel No: (012) 315 1042
: 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 DOJ24-39-CA@justice.gov.za.
- POST 32/17** : **DIRECTOR: MEDIA RESEARCH AND LIAISON REF NO: 24/35/IDS**
- 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** : National Office: Pretoria
: An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA in Communication Science, Public Relations or relevant qualification; 5 years of experience at middle/senior managerial level within the Communications Management environment; Knowledge of media research and liaison for an organisation/department, corporate identity development and improvement, development of printed publications; Knowledge of government communication strategies and policies; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, Government initiatives and decisions. Skills And Competencies: 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: Enhance the image of the Department and facilitate the dissemination of information through the media; Manage the provision of media research, monitoring and analysis support for the Department; Manage the development of content for various external media platforms; Manage content for all identified products and platforms for external media dissemination; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. S. Maeko Tel No: (012) 315 1996
: 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 DOJ24-35-IDS@justice.gov.za
- NOTE** : Preference will be given to women and people with disability.

OTHER POSTS

- POST 32/18** : **SENIOR STATE LAW ADVISOR: OCSLA LP9 REF NO: 24/28/SLA (X3 POSTS)**
- SALARY** : R1 132 806 – R1 762 857 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: LLB Degree or recognized 4 year legal qualification; At least 8 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; A post graduate legal qualification will be an added advantage; Knowledge of particular aspects of the law; Knowledge of Constitutional Law, Administrative Law, Human Rights Law and Constitution of South Africa; Knowledge of Public Service, Public Finance Management Act and Treasury Regulations. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written

- and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.
- DUTIES** : Key Performance Areas: Provide the preliminary opinions and certification of Bills and advice on legislative drafting; Scrutinize subordinate legislation for the National Departments and other organs of state; Scrutinize and provide legal opinion on international agreements and related matters; Render legal opinions as per the instructions received from National Departments and other organs of state; Provide effective people management.
- ENQUIRIES** : Mr. M. Mokoena Tel No: (012) 744 2026
- 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 DOJ24-28-SLA@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 32/19** : **SENIOR STATE LAW ADVISOR: RULES BOARD: LP9 REF NO: 24/03/SLA**
- SALARY** : R1 132 806 – R1 762 857 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : LLB Degree or 4 year recognized legal qualification; At least 8 years appropriate post qualification litigation/ advisory experience; Admission as an Attorney or Advocate; Knowledge of the Civil Justice System and the Rules of Court; Experience in Constitutional and Administrative Law; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.
- DUTIES** : Key Performance Areas: Prepare research papers and make recommendations to the rules of the Board and its Committees; Plan and conduct research including comparative legal research into court rules; Draft rules of court, memorandum and opinions; Process approved amendments and new rules; Provide effective people management.
- ENQUIRIES** : Mr. M Mokoena Tel No: (012) 744 2026
- 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 DOJ24-03-SLA@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 32/20** : **STATE LAW ADVISOR: LP7-LP8: LAW REFORM COMMISSION REF NO: 24/06/LD (X2 POSTS)**
- 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** : National Office: Pretoria
- REQUIREMENTS** : LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; Knowledge of the Constitution and law of the Republic of South Africa; Knowledge of Public Finance Management Act, Treasury Regulations, Departmental Finance Instructions and the State Liability Act. Skills and Competencies: Legislative drafting and Legal Research; Advocacy; Project management skills; Problem solving and decision making skills; Communication skills (written and verbal); Computer literacy; Planning and organizing skills; Analytical and report writing skills; Policy formulation skills; Ability to work under pressure and meet deadlines.
- DUTIES** : Key Performance Areas: Plan and do research, including comparative legal research, in respect of the law of South Africa; Conduct extensive consultation with stakeholders with a view to obtain inputs and comment on draft research papers; Develop proposals for the development, improvement and modernization of the South African Law Reform; Develop recommendations

and draft legislation for Law Reform; Prepare issue papers, discussion papers and reports that contain research, recommendations and draft legislation for law reform; Perform other administrative duties related to the work of the South African Law Reform Commission.

ENQUIRIES APPLICATIONS : Mr. M. Mokoena Tel No: (012) 744 2026
: 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 DOJ24-06-LD@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

POST 32/21 : **STATE LAW ADVISOR LP7-LP8: (OCSLA) REF NO: 24/30/SLA (X5 POSTS)**

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 REQUIREMENTS : National Office: Pretoria
: LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; A post graduate legal qualification will be an added advantage; Knowledge of particular aspects of the law; Knowledge of Constitutional Law, Administrative Law, Human Rights Law and Constitution of South Africa; Knowledge of Public Service, Public Finance Management Act and Treasury Regulations. Skills and Competencies: Legal research and drafting skills; Advocacy; Project management skills; Problem solving and decision making skills; Communication skills (written and verbal); Computer literacy; Planning and organizing skills; Analytical and report writing skills; Policy formulation skills; Ability to work under pressure and meet deadlines.

DUTIES : Key Performance Areas: Provide the preliminary opinions and certification of Bills and advice on legislative drafting; Scrutinize subordinate legislation for the National Departments and other organs of state; Scrutinize and provide legal opinion on international agreements and related matters; Render legal opinions as per the instructions received from national Departments and other organs of state.

ENQUIRIES APPLICATIONS : Mr. M. Mokoena Tel No: (012) 744 2026
: 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 DOJ24-30-SLA@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

POST 32/22 : **FAMILY ADVOCATE LP7-LP8 REF NO: 24/12/FS**

SALARY : R884 268 – R1 459 071 per annum, (Salary will be in accordance with OSD determination). The successful candidates will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Family Advocate: Bloemfontein (Stationed at Bethlehem).
: An LLB Degree or recognized 4 year legal qualification. Admitted as an Advocate. The right of appearance in the High Court of South Africa. At least 5 years appropriate post qualification, litigation experience. A valid driver's license. Skills And Competencies: Good communication skills (verbal and written); Litigation and Advocacy skills; Legal research and drafting; Dispute resolution; Case flow management.

DUTIES : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute and conduct enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Deal with Hague matters and all relevant circuit courts within the province.

ENQUIRIES APPLICATIONS : Ms NM Dywili at 073 775 0709
: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger Street, Bloemfontein, 9301 or email to DOJ24-12-FS@justice.gov.za

- POST 32/23** : **STATE LAW ADVISOR: LP7-LP8 REF NO: 24/53/CA**
- 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** : National Office: Pretoria
- REQUIREMENTS** : An appropriate LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; Knowledge of Constitutional Law, Labour Law, Administrative Law, International Law, Legal research and legislative drafting; Experience in legal research or other appropriate experience. Skills and Competencies: Legal research and drafting; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication skills (written and verbal); Continuous improvement; Diversity management; Impact and influence; Conflict management; Problem solving and decision-making skills; Planning and organizing; Project management.
- DUTIES** : Key Performance Areas: Provide legal advice for the Constitutional Implementation component; Draft legal documents for the Constitutional Implementation component; Provide advice in legal disputes; Collect data and information, analyse and translate information into knowledge for planning and decision making to support the management of secretarial, legal and administrative duties for the Equality Review Committee (ERC); Conduct legal research and provide information relating to the requested matters; Provide effective people management.
- ENQUIRIES** : Mr. S. Kgafela Tel No: (012) 315 1042
- 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 DOJ24-53-CA@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 32/24** : **DEPUTY DIRECTOR: AREA COURT MANAGER (X2 POSTS)**
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Nelson Mandela Metro – Gqeberha Ref No: 52/24EC
Joe Gqabi District – Sterkspruit Ref No: 53/24EC
- 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: Strong Leadership and management capabilities; Strategic capabilities; Financial Management skills; Project management; Good communication (verbal and written); Computer literacy; Planning and organizing skills; Decision making skills; Presentation skills; Developing others.
- 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** : Mr A Jilana Tel No: (043) 702 7000/ 7010
- APPLICATIONS** : Please direct your applications to: The Provincial Head, Private Bag X9065, East London, 5200 or email to DOJ24-52-EC@justice.gov.za and/or DOJ24-53-EC@justice.gov.za
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 32/25** : **OFFICE MANAGER REF NO: 24/14/LD**
- SALARY** : R849 702 – R1 000 908 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) as recognized by SAQA in Public Management/ Administration; A minimum of 3 years experience in Office

Administration at management (Assistant Director) level; Knowledge and understanding of procurement directives and procedures; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, the Constitution, Departmental Financial Instructions and Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication skills; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing skills; Decision making skills; Project management; Team leadership.

DUTIES : Key Performance Areas: Manage procurement and Finance of goods and services; Manage strategic administrative support functions; Manage documents in the branch; Undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholders; Manage general support and resources services in the office; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr M Mokoena Tel No: (012) 744 2026
: Quoting the relevant reference number, direct your application to: Postal address: 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 Street, Pretoria or email to DOJ24-14-LD@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

POST 32/26 : **OFFICE MANAGER REF NO: 24/16/IDS**

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 6) qualification in Office Administration/Public Administration/Management as recognized by SAQA; A minimum of 3 years relevant experience in Office Administration at managerial (Assistant Director) level; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions etc. Knowledge and understanding of applicable legislation (such as BCEA, LRA, etc); Knowledge of the Departmental interpretation and application of policies and prescripts; Knowledge of Administration of an office. 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; Decision making; Project management.

DUTIES : Key Performance Areas: Undertake the policy or line functions as required; Execute coordinate external strategic alliances between the office and other stakeholders; Provide administration support services; Manage general support services in the office of the Deputy Director- General; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr. R Chauke Tel No: (012) 315 1329
: 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 DOJ24-16-IDS@justice.gov.za

POST 32/27 : **DEPUTY DIRECTOR: TRANSLATION AND EDITORIAL SERVICES REF NO: 24/27/SLA**

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
: Bachelor's Degree/National Diploma (NQF level 6) in Communication, Linguistics or equivalent; A minimum of 3 years' experience in translation and

- editing documents at management (Assistant Director) level; Knowledge and understanding of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc.; Knowledge and understanding of applicable legislation (such as BCEA, LRA, etc.) and Code of conduct; Knowledge of departmental interpretation and application of policies and prescripts and administration of an office. 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; Decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Manage the translation function; Manage the editorial functions; Manage terminology development; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr M Mokwena Tel No: (012) 744 2026
: 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 DOJ24-27-SLA@justice.gov.za
- POST 32/28** : **DEPUTY DIRECTOR: TRC UNIT VICTIM SUPPORT COORDINATION REF NO: 24/12/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 LLB/Political Science/Social Science equivalent as recognised by SAQA; A minimum of 3 years' experience in Human Rights Redress or Social Cohesion environment at management (Assistant Director) level; Knowledge and understanding of Public Financial Management Act, prescripts, regulations within the Justice and Constitutional Development area; Understanding of human rights developments, the 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; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Coordinate and implement TRC reparation programmes and projects; Monitor the implementation of reparation programmes and projects; Coordinate and facilitate response to oversight structures for the implementation of reparations; Coordinate and facilitate the development and implementation of reparations; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms MD 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 DOJ24-12-CD@justice.gov.za.
- POST 32/29** : **DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET MATTERS REF NO: 24/11/DG**
- 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
: A Bachelor's Degree/National Diploma (NQF level 7) in Public Administration, Social Science, Political Science, Natural or Economic Sciences and or equivalent; A minimum of 3 years' experience in Parliamentary and Cabinet environment at management (Assistant Director) level; Knowledge and understanding of Secretariat and Cabinet processes; Knowledge of prescripts and framework of the Department, legislation that deals with executive support, Parliamentary rules and administrative procedures and Government policies;

- Understanding of good governance ethics. 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; Decision making; Planning and organising skills; Project management.
- DUTIES** : Key Performance Areas: Process all the Parliamentary questions and disseminate them to relevant stakeholders; Coordinate Parliamentary Committee meetings; Coordinate the correspondence for the Director-General on Parliamentary and cabinet matters; Manage and coordinate the handling of cabinet matters; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. S Maeko Tel No: (012) 315 1996
: 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 DOJ24-11-DG@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 32/30** : **DEPUTY DIRECTOR: BUDGET PLANNING REF NO: 24/24/FMS**
- 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 in Management Accounting, Financial Management, Financial Accounting, Public Finance as recognized by SAQA; A minimum of 3 years' experience in a finance environment at managerial (Assistant Director) level; Knowledge and understanding of Public Finance Management Act; budget management, Public Service Regulations and Acts and Treasury Regulations; Knowledge of Cash Management, financial systems (BAS) and accounts control relating to Financial Statements. 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; Honesty and integrity.
- DUTIES** : Key Performance Areas: Coordinate and facilitate the budget planning process of the Department; Coordinate the standardization of Budget Planning processes; Coordinate and facilitate the roll-over, Adjustment Estimates of National Expenditure (AENE) and virement process; Coordinate the Maintenance of Budgets Information in the Department's Financial and Procurement Systems; Provide effective people management.
- 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 DOJ24-24-FMS@justice.gov.za
- POST 32/31** : **DEPUTY MASTER (X2 POSTS)**
- SALARY** : 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.
- CENTRE** : Master of the High Court: Middelburg (Mpumalanga) Ref No: 2023/61/MP
Master of the High Court: Bhisho Ref No: 62/24EC
- REQUIREMENTS** : An LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorship, Trusts and Guardians Fund. Skills and competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual

		orientation; Problem solving and decision-making skills; Good communication skills (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the Strategic Objectives of both the Masters Branch as well as the Department; Provide effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate: disputes by advising on the outcome of its resolution.
<u>ENQUIRIES</u>	:	Mpumalanga: Ms NC Maseko at 083 284 9056 Eastern Cape: Mr A Jilana Tel No: (043) 702 7000/ 7010
<u>APPLICATIONS</u>	:	Mpumalanga: Please direct your applications to: The Provincial Head, Private Bag X11260, Nelspruit, 1200 or hand deliver to Physical Address: 52 Acacia Crescent, West Acres, Nelspruit, 1200 or email to DOJ24-61-MP@justice.gov.za Eastern Cape: Please direct your applications to: The Provincial Head, Private Bag X9065, East London, 5200 or email to DOJ24-62-EC@justice.gov.za
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 32/32</u>	:	<u>COURT MANAGER (X2 POSTS)</u>
<u>SALARY</u>	:	R552 081 – R650 322 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Bloemfontein Ref No: 24/11/FS Magistrate Office: Port Elizabeth Ref No: 54/24EC
<u>REQUIREMENTS</u>	:	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 with a minimum of 2 years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Finance Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management, impact and influence; Planning and organizing; Problem solving; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile an analyze 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.
<u>ENQUIRIES</u>	:	Free State Ms NM Dywili at 073 775 0709 Eastern Cape: Mr A Jilana Tel No: (043) 702 7000/ 7010
<u>APPLICATIONS</u>	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger Street, Bloemfontein, 9301 or email to DOJ24-11-FS@justice.gov.za Eastern Cape: Please direct your applications to: The Provincial Head, Private Bag X9065, East London, 5200 or email to DOJ24-54-EC@justice.gov.za
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 32/33</u>	:	<u>ASSISTANT DIRECTOR: TRANSLATION AND EDITORIAL SERVICES REF NO: 24/29/SLA (X2 POSTS)</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF level 6) in Communication or Linguistics as recognized by SAQA; A minimum of 3 years' experience in translation services environment; Knowledge and understanding of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act,

- Government initiatives and decisions, etc.; Knowledge and understanding of applicable legislation (such as BCEA, LRA, etc.) and Code of conduct; Knowledge of departmental interpretation and application of policies, prescripts and administration of an office. 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; Decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Oversee the translation function; Edit translated Bills; Manage terminology development; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. M Mokoena Tel No: (012) 744 2026
- : 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 DOJ24-29-SLA@justice.gov.za
- POST 32/34** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 24/VA02/NW**
- SALARY** : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court – Mafikeng
- : A Three years National Diploma/ Degree in Public Administration, Human Resources Management, Administration or Business Administration NQF level 6; A minimum of three years' experience in Administration environment; Knowledge and understanding of the constitution, Public Finance Management Act (PFMA) and regulatory framework/guidelines and prescripts; Procurement directives & procedures and statistics; Knowledge and understanding of DFI and Treasury Regulations; Knowledge of the departmental policies and prescripts. Skills and competencies: Applied strategic thinking; Budgeting and Financial Management; Communication and Information Management; Citizen focus and responsiveness; Diversity Management; Impact and influence; Planning and organizing; Problem solving and decision making; Project Management.
- DUTIES** : Key Performance Areas: Manage Finance, Human Resource and Procurement of goods and services; Manage documents for registry support services; Undertake policy or line function tasks as required; Coordinate strategic external alliances between the office and other stakeholders; Provide effective people management.
- 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 or email to DOJ24-02-NW@justice.gov.za
- POST 32/35** : **INTERNAL AUDITOR: GENERAL ASSURANCE REF NO: 24/17/IA**
- SALARY** : R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
- : A 3 year National Diploma/NQF Level 6 in Auditing or equivalent; A minimum of 1 year experience in Auditing; A valid driver's license. Skills and Competencies: Communication skills (verbal and written); Financial management; Computer literacy; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.
- DUTIES** : Key Performance Areas: Provide input in the audit planning process; Execute audit engagements; Provide administrative support.
- ENQUIRIES APPLICATIONS** : Mr. S Maeko Tel No: (012) 315 1996
- : 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 DOJ24-17-IA@justice.gov.za

<u>POST 32/36</u>	:	<u>COURT INTERMEDIARY REF NO: 24/10/FS</u>
<u>SALARY</u>	:	R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office, Bloemfontein A 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). A valid driver's license. Proficiency in the following languages: English and Afrikaans. Language proficiency testing will be conducted during the interview. Skills And Competencies: Communication and empathetic listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling 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 services in court; Assist children to testify with the aid of anatomically-detailed dolls. Ms NM Dywili at 073 775 0709
<u>ENQUIRIES APPLICATIONS</u>	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger Street, Bloemfontein, 9301 or email to DOJ24-10-FS@justice.gov.za
<u>POST 32/37</u>	:	<u>ASSISTANT STATE ATTORNEY (LP3-LP4) (X11 POSTS)</u>
<u>SALARY</u>	:	R357 843 – R979 059 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Nelspruit Ref No: 2024/02/MP State Attorney: Mafikeng Ref No: 24/VA01/NW State Attorney: Mthatha Ref No: 61/24EC State Attorney: Gqeberha Ref No: 60/24EC State Attorney, Durban Ref No: 24/01/KZN State Attorney, Cape Town Ref No: 02/2024/SA/WC State Attorney: Johannesburg Ref No: 2024/02/GP (X2 Posts) State Attorney: Pretoria Ref No: 2024/03/GP State Attorney: Thohoyandou Ref No: 04/24/LMP State Attorney: Polokwane Ref No: 03/24/LMP
<u>REQUIREMENTS</u>	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).
<u>DUTIES</u>	:	Key performance areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection.
<u>ENQUIRIES</u>	:	Mpumalanga: Ms NC Maseko at 083 284 9056 North West: Ms L. Shoai Tel No: (018) 397 7088 Eastern Cape: Mr A Jilana Tel No: (043) 702 7000/ 7010

Kwazulu-Natal: Mr J.N. Mdaka Tel No: (031) 372 3000
Cape Town: Mr N Linder Tel No: (021) 441 9200
Gauteng: Ms R Moabelo Tel No: (011) 332 9000
Limpopo: Ms MP Mongalo/ Ms MR Phalane Tel No: (015) 287 2037/ (015) 287 2036

- APPLICATIONS** :
- Mpumalanga:** Please direct your applications to: The Provincial Head, Private Bag X11260, Nelspruit, 1200 or hand deliver to Physical Address: 52 Acacia Crescent, West Acres, Nelspruit, 1200 or email to DOJ24-02-MP@justice.gov.za
North West: The Provincial Head: Department of Justice and Constitutional Development Private Bag X2033, Mmabatho 2735 or hand deliver it at Application Box, 22 Molopo Road, Ayob Gardens, Mafikeng or email to DOJ24-01-NW@justice.gov.za
Eastern Cape: Please direct your applications to: The Provincial Head, Private Bag X9065, East London, 5200 or email to DOJ24-61-EC@justice.gov.za and/ or DOJ24-60-EC@justice.gov.za
KwaZulu-Natal: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or email to DOJ24-01-KZN@justice.gov.za
Western Cape: Please direct your applications to: The Provincial Head, Private Bag X9171, Cape Town, 8000 or hand deliver at 8 Riebeeck Street, 5TH Floor, Norton Rose House or email to DOJ24-02-WC@justice.gov.za
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 DOJ24-02-GP@justice.gov.za and/ or email to DOJ24-03-GP@justice.gov.za
Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or email to DOJ24-04-LMP@justice.gov.za and/ or email to DOJ24-03-LMP@justice.gov.za
- NOTE** :
- A current certificate of good standing from the relevant law Society must accompany the application. Separate application must be made quoting the relevant reference number.
- POST 32/38** :
- FAMILY COUNSELLOR/SOCIAL WORKER (GR1 – GR4) (X6 POSTS)**
- SALARY** :
- R308 247 – R687 918 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** :
- Family Advocate: Vosman Ref No: 2024/04/MP
Family Advocate: Mafikeng Ref No: 24/VA03/NW
Family Advocate: Gqeberha Ref No: 56/24EC
Family Advocate: Cape Town Ref No: 01/2024/FA/WC
Family Advocate: Johannesburg Ref No: 2024/04/GP
Kimberley: Family Advocate: Kimberley Ref No: 49/24/NC/FA-KIM
- REQUIREMENTS** :
- Bachelor's Degree in Social Workers or equivalent qualification, A minimum of three (3) years appropriate experience in Social Worker after registration as Social Worker with the SACSSP. Registration with SA Councilor 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, Interviewing, Conduct resolution, Evaluation and Report writing skills, Diversity and Conflict management and Attention to detail.
- 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 and interview parties and source references in Family Law disputes.
- ENQUIRIES** :
- Mpumalanga: Ms NC Maseko at 083 284 9056

North West: Ms L. Shoai Tel No: (018) 397 7088
Eastern Cape: Mr A Jilana Tel No: (043) 702 7000/ 7010
Cape Town: Ms T Buttress Tel No: (021) 426 1216
Gauteng: Ms RR Moabelo Tel No: (011) 332 9000
Northern Cape: Ms C. Van Wyk Tel No: (053) 838 4563
Ms C. Van Wyk Tel No: (053) 838 4563

- APPLICATIONS** : **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 Physical address: New Public Building (Magistrate's Court), c/o Knight and Stead Street, 7th Floor, Kimberley, 8301 or DOJ24-49-NC@justice.gov.za. Faxed applications will not be considered.
Mpumalanga: Please direct your applications to: The Provincial Head, Private Bag X11260, Nelspruit, 1200 or hand deliver to Physical Address: 52 Acacia Crescent, West Acres, Nelspruit, 1200 or email to DOJ24-04-MP@justice.gov.za
North West: The Provincial Head: Department of Justice and Constitutional Development Private Bag X2033, Mmabatho 2735 or hand deliver it at Application Box, 22 Molopo Road, Ayob Gardens, Mafikeng or email to DOJ24-03-NW@justice.gov.za
Eastern Cape: Please direct your applications to: The Provincial Head, Private Bag X9065, East London, 5200 or email to DOJ24-56-EC@justice.gov.za
Western Cape: Please direct your applications to: The Provincial Head, Private Bag X9171, Cape Town, 8000 or hand deliver at 8 Riebeeck Street, 5TH Floor, Norton Rose House or email to DOJ24-01-WC@justice.gov.za
Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, 94 Pritchard Street, Johannesburg or email to DOJ24-04-GP@justice.gov.za
- NOTE** : Candidates whose name appears on Part B of the Child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not to apply. Only shortlisted applicants will be required to submit proof of registration with SACSSP. Separate application must be made quoting the relevant reference number
- POST 32/39** : **FAMILY LAW ASSISTANT (X2 POSTS)**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Office of the Family Advocate: Vosman Ref No: 2024/03/MP
Family Advocate, Pietermaritzburg Ref No: 24/08/KZN
- REQUIREMENTS** : A three (3) years qualification in a Legal field and/or equivalent legal qualification; knowledge in the functions of the Office of the Family Advocate, knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's act, Maintenance Act and Domestic Violence 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 Office), Mediation skills, Attention to detail, Conduct legal research, Good interpersonal relations.
- DUTIES** : Key Performance Areas: Conduct screening interviews and Parental Responsibilities and Rights information sessions, Assist members of the public with form completion and queries, Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects, Support the Family Advocate with regards to matters on the court roll, Receive and screen correspondence and draft responses on behalf of the Family Advocate, Conduct mediations in disputes regarding Parental Responsibilities and Rights.
- ENQUIRIES** : Mpumalanga: Ms NC Maseko at 083 284 9056
KwaZulu-Natal: Mr J.N. Mdaka Tel No: (031) 372 3000
- APPLICATIONS** : **Mpumalanga:** Please direct your applications to: The Provincial Head, Private Bag X11260, Nelspruit, 1200 or hand deliver to Physical Address: 52 Acacia Crescent, West Acres, Nelspruit, 1200 or email to DOJ24-03-MP@justice.gov.za
KwaZulu-Natal: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or email to DOJ24-08-KZN@justice.gov.za

- NOTE** : Separate application must be made quoting the relevant reference number
- POST 32/40** : **ADMINISTRATIVE OFFICER: NATIONAL REGISTER FOR SEX OFFENDERS REF NO: 24/26/CA (X3 POSTS)**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: A 3-year National Diploma/Degree (NQF level 6) in Office Administration/Office Management; A minimum of 3 years' experience in Administration of which one year should be at supervisory/team leader level; Knowledge and understanding of the legislative framework, governing the Public Service Financial Management and regulatory framework/guidelines; Knowledge of Public Finance Management Act (PFMA) and budgetary/financial management will be an advantage; Knowledge of Government and Departmental policies and strategy would be an added advantage. Skills and Competencies: Computer literacy; Communication skills (verbal and written); Planning and organizing skills; Concern for others; Creative thinking; Customer service orientation; Problem analysis; Self-management.
- DUTIES** : Key Performance Areas: Render administrative support duties to the NRSO; Facilitate the procurement of goods and services; Manage and control flow of documents; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. S Kgafela Tel No: (012) 315 1042
: 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 DOJ24-26-CA@justice.gov.za.
- POST 32/41** : **LEGAL ADMINISTRATION OFFICER: LIABILITY AND LITIGATION: MR1-MR5 REF NO: 24/09/LD (X3 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 REQUIREMENTS** : National Office: Pretoria
: An LLB Degree; Knowledge of South African legal system, legal practices and related sphere with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Attorney Act, Prescription Act, State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Communication skills (written and verbal); Interpersonal relations; Innovative and analytical thinking.
- DUTIES** : Key Performance Areas: Determine the liability on loss or damage of Departmental policy; Handle all litigation on behalf of and against the Department; Draft legal opinions on Departmental matters; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. M. Mokoena Tel No: (012) 774 2026
: 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 DOJ24-09-LD@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 32/42** : **LEGAL ADMINISTRATION OFFICER (MR1- MR4): VICTIM SUPPORT AND SEXUAL OFFENCES REF NO: 24/23/CA**
- SALARY** : R239 673 – R420 924 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria

- REQUIREMENTS** : An LLB Degree; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution of South Africa, Institution of Legal Proceedings Against Certain Organ of State Act, Prescription Act, State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Implement national policy framework and regulations on sexual offences; Conduct research on sexual offences, collate and analyse information and report on findings; Implement initiatives and programmes on sexual offences; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. S. Kgafela Tel No: (012) 315 1042
- 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 DOJ24-23-CA@justice.gov.za.
- NOTE** : People with disabilities are encouraged to apply.
- POST 32/43** : **LEGAL ADMINISTRATION OFFICER (MR1-MR5): DISTRICT COURT MANAGEMENT AND SYSTEMS REF NO: 24/21/CA**
- 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 REQUIREMENTS** : National Office: Pretoria
- An LLB Degree or 4 year recognized legal qualification; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution of South Africa, the Institution of Legal Proceedings Against Certain Organ of State Act, the Prescription Act, the State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, Department of Justice and Constitutional Development Financial Instructions and State Liability Act. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Implement National Policy Framework and regulations on District Court; Management and Systems; Conduct research on district court management and systems, collate and analyse information and report on findings; Implement initiatives and programmes on District Court Management and Systems; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr S Kgafela Tel No: (012) 315 1042
- 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 DOJ24-21-CA@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 32/44** : **LEGAL ADMINISTRATION OFFICER (MR1-MR5): REGIONAL COURT MANAGEMENT AND SYSTEMS REF NO: 24/22/CA**
- 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 REQUIREMENTS** : National Office: Pretoria
- An LLB Degree or 4 year recognized legal qualification; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution of South Africa, the Institution of Legal Proceedings Against Certain Organ of State Act, the Prescription Act, the State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, Department of Justice and Constitutional Development Financial Instructions and State Liability Act. Skills And Competencies: Legal research

- and drafting; Dispute resolution. Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Implement National Policy Framework and regulations on Regional Court; Management and Systems; Conduct research on district court management and systems, collate and analyse information and report on findings; Implement initiatives and programmes on Regional Court Management and Systems; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr M Mokoena Tel No: (012) 744 2026
- : 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 DOJ24-22-CA@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 32/45** : **REGISTRAR (MR1 - MR5) REF NO: 24/09/FS**
- 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 REQUIREMENTS** : Magistrate Office: Bloemfontein
- : An LLB Degree or four (4) year recognized legal qualification; A valid drivers' license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numerical skills; planning and organization skills; Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.
- DUTIES** : Key Performance Areas: Co-ordinate Case Flow Management Support Service to the Judiciary; 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 APPLICATIONS** : Ms NM Dywili at 073 775 0709
- : Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger Street, Bloemfontein, 9301 or email to DOJ24-09-FS@justice.gov.za
- POST 32/46** : **MAINTENANCE OFFICER (MR1-MR5) (X4 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 Office: Kroonstad Ref No: 24/08/FS
Magistrate Court: Pietermaritzburg Ref No: 24/03/KZN
Magistrate Court: Ubombo Ref No: 24/04/KZN
Magistrate Court: Praktiseer Ref No: 01/24/LMP
- REQUIREMENTS** : An LLB Degree or a four (4) year recognized 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 license. 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.
- DUTIES** : Key Performance Areas: Perform the powers, 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; Compile statistics.
- ENQUIRIES** : Free State: Ms NM Dywili at 073 775 0709
Kwazulu-Natal: Mr J.N. Mdaka Tel No: (031) 372 3000
Limpopo: Ms MF Mathosa Tel No: (015) 287 2035

<u>APPLICATIONS</u>	:	<p>Free State: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger Street, Bloemfontein, 9301 OR email to DOJ24-08-FS@justice.gov.za</p> <p>KwaZulu-Natal: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or email to DOJ24-03-KZN@justice.gov.za and/or email to DOJ24-04-KZN@justice.gov.za</p> <p>Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR email to DOJ24-01-LIM@justice.gov.za</p>
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 32/47</u>	:	<u>ASSISTANT MASTER (MR3 – MR5) (X4 POSTS)</u>
<u>SALARY</u>	:	R307 659 – R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of The High Court: Bloemfontein Ref No: 24/07/FS Master of The High Court, Durban Ref No: 24/02/KZN Master of The High Court, Thohoyandou Ref No: 02/24/LMP Master of The High Court, Johannesburg Ref No: 24/05/GP
<u>REQUIREMENTS</u>	:	An LLB Degree or four (4) year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; 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.
<u>DUTIES</u>	:	Key Performance Area: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.
<u>ENQUIRIES</u>	:	Free State: Ms NM Dywili at 073 775 0709 Kwazulu-Natal: Mr J.N. Mdaka Tel No: (031) 372 3000 Limpopo: Mr TP Maakamedi Tel No (015) 287 2025 Gauteng: Ms RR Moabelo Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	<p>Free State: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger Street, Bloemfontein, 9301 or email to DOJ24-07-FS@justice.gov.za</p> <p>KwaZulu-Natal: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or email to DOJ24-02-KZN@justice.gov.za</p> <p>Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699. or email to DOJ24-02-LMP@justice.gov.za</p> <p>Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, 94 Pritchard Street, Johannesburg or email to DOJ24-05-GP@justice.gov.za</p>
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 32/48</u>	:	<u>LEGAL SECRETARY (X2 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>	:	State Attorney Office, Bloemfontein Ref No: 24/14/FS State Attorney: Kimberley Ref No: 50/24/NC/SA-KIM

<u>REQUIREMENTS</u>	:	Grade 12 (with Secretarial / Office Management Certificate or any other training/qualification that will enable the person to perform the work satisfactorily); Knowledge of procedure and processes applied in Office Management; Skills and Competencies: Computer literacy; Good communication skills (verbal and written); Customer care and interpersonal relations; Organizational skills and ability to work under pressure; Understanding of confidentiality and Government.
<u>DUTIES</u>	:	Key Performance Areas: Provide secretarial and administrative support to the State Attorney; Render administrative support for meetings, functions and conferences; Provide general clerical office administration; Facilitate the procurement of goods and services.
<u>ENQUIRIES</u>	:	Free State: Ms NM Dywili at 073 775 0709 Northern Cape: Ms N Khanzi Tel No: (053) 807 7800
<u>APPLICATIONS</u>	:	Free State: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 108 Cnr St Andrew and West Burger r Street, Bloemfontein, 9301 or email to DOJ24-14-FS@justice.gov.za Kimberley: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or Physical address: New Public Building (Magistrate's Court), c/o Knight and Stead Street, 7th Floor, Kimberley, 8301. E-mail or faxed applications will not be considered or email to DOJ24-50-NC@justice.gov.za
<u>POST 32/49</u>	:	<u>ADMINISTRATION CLERK REF NO: 24/12/KZN (X3 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>	:	Magistrate Court, Harding Ref No: 24/10/KZN Magistrate Court, Nqutu Ref No: 24/11/KZN Magistrate Court, Bergville Ref No: 24/12/KZN
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office and Excel); Numeric skills; Analytical, efficient and resourceful; Accuracy and attention to detail; Able to work under pressure and independently; Good communication skills (verbal and written); Good interpersonal relations and ability to work in a team; Customer service orientated; Ability to work with the public and all stakeholders in a professional manner; Problem solving skills and be flexible to do any other work if required.
<u>DUTIES</u>	:	Key Performance Areas: Provide administrative support in general court and case flow management within the cluster: Perform digital recording of court proceedings and ensure integrity of such records; Operate and provide support to court systems, e.g. e-scheduler/Integrated Case Management systems (ICMS), Video Remands, document scanning, data capturing, etc. Maintain Criminal record books. Register and implement Court Orders on JDAS; Issuing of warrants: Detention, Removal, Committal, Liberation, Warrant of arrest; Register and Process Reviews and Appeals; Handling and processing of all administrative matters associated with the relevant functioning to members of the public and legal fraternity.
<u>ENQUIRIES</u>	:	Mr J.N. Mdaka Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or email to DOJ24-10-KZN@justice.gov.za ; or DOJ24-11-KZN@justice.gov.za ; or DOJ24-12-KZN@justice.gov.za .
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number