

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- CLOSING DATE** : 23 December 2024
- NOTE** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.
- ERRATUM:** Kindly note that the post of Director: Family Advocate with Ref No: 24/80/MAS, Post 43/17 advertised in the Public Service Vacancy Circular 43 dated 22 November 2024 with a closing date 9 December 2024 and a post of Legal Administration Clerk: Legal Services with Ref No: 24/VA22/NW, Post 44/35 advertised in the Public Service Vacancy Circular 44 dated 29 November 2024 with a closing date 17 December 2024 has been withdrawn. The following post advertised in the Public Service Vacancy Circular 44 dated 29 November 2024, Assistant Director: Recruitment and Appointment, with Ref No: 2024/31/GP, POST 44/22, the email address has been rectified and the correct email address is as follows: DOJ2024-31-GP@justice.gov.za. We apologize for the inconvenience caused.

MANAGEMENT ECHELON

- POST 45/47** : **CHIEF EXECUTIVE OFFICER: OFFICE OF THE LEGAL SERVICES OMBUD (OLSO): REF NO: 24/89/IDS**
- SALARY** : R1 436 022 – R1 716 933 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) LLB or equivalent 4 year legal qualification as recognized by SAQA; 5 years' of experience at senior managerial level in litigation; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Admittance as an Advocate/ admitted as Attorney with right of appearance at High Court; Knowledge of South African law, private law, constitutional law, criminal law, intellectual property, evidence and African Customary Law; Extensive knowledge of all local and international Legislation that regulates protection of children, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act, the State Attorney Act, the Public Finance Management Act, the Treasury Regulations, the Department of Justice and Constitutional Development Financial Instructions and the State Liability Act; Knowledge and understanding of social dynamics related to OLSO

- mandate, investigation, litigation and office administration. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; Diversity management; Client orientation and customer focus; Communication skills; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the provisioning of sound professional assessment and investigation of complaints and legal services; Manage and coordinate the provision of operations and strategic support; Manage the provision of communication, public information, stakeholder management services and corporate image of the OSLO; Manage, coordinate and facilitate the administration of HR, ICT, Finance and facilities related processes for the OSLO.
- ENQUIRIES APPLICATIONS** : Mr. R Chauke Tel No: (012) 315 1329
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001. or email to DOJ24-89-IDS@justice.gov.za
- POST 45/48** : **DIRECTOR: JUSTICE OPERATIONS AND FACILITIES: REF NO: 24/VA28/NW**
- SALARY** : R1 216 824 – R1 433 355 per annum. (All-inclusive remuneration package).
: The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office North-West
: An NQF level 7 as recognized by SAQA in Public Management/Administration, Bachelor's of Science in Property Management, Bachelor of Science in Real Estate or Bachelor's Degree in Security Management; 5 years' experience at middle/senior level in a building environment and/ or property management field environment; Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); Skills and Competencies: Strategic Leadership Capability; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Honesty and Integrity
- DUTIES** : Key Performance Areas: Manage justice operations; Manage infrastructure, facilities and auxiliary services; Manage security service and monitor risk of all courts in the province, Manage ICT related services, Manage and monitor justice stakeholder and customer relations; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Ms. PM Seletedi Tel No: (018) 397 7088/7106
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-28-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745.
- POST 45/49** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT: REF NO: 58/2024/WC**
- SALARY** : R1 216 824 – R1 433 355 per annum (All-inclusive remuneration package).
: The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Provincial Office, Western Cape
: An undergraduate qualification (NQF level 7) in Labour Relation/ Human Resource Development/ Human Resource Management/ Industrial and Organisational Psychology as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); 5 years' experience at a middle/senior managerial level; Knowledge and understanding of Labour Relation Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Employee Health and Wellness Integrated Strategic Framework in the Public Service; Knowledge and understanding of the Public Service statutory Frameworks, Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Treasury Regulations. Departmental Financial Instructions, Public Finance Management Act (PFMA), Government initiatives and decisions, etc. 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.
- DUTIES** : Manage the provision of human resource administration services; Manage the implementation of human resource development and performance management system; Manage and promote sound employee relations; Manage the implementation of employee health and wellness programmes; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. R Isaacs Tel No: (021) 462 5471
- : Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to DOJ24-58-WC@justice.gov.za
- FOR ATTENTION** : Ms N Jacobs.

OTHER POSTS

- POST 45/50** : **STATE LAW ADVISOR: LP7-LP8 REF NO: 24/93/LD (03 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
- : An appropriate LLB Degree or recognized 4-year legal qualification; At least 5 year's appropriate post qualification litigation/ advisory experience; Admission as an Attorney or Advocate; Knowledge of Public Finance Management Act (PFMA); Experience in Constitutional Law, Labour Law, International Law and Administrative Law. Skills and Competencies: Legal research and legislative drafting; Problem solving and decision-making skills; Analytical thinking; Communication skills (written and verbal); Project management skills; Computer literacy; Policy analysis skills; Ability to work under pressure and independently.
- DUTIES** : Investigate, evaluate, draft new and amend primary and subordinate legislation which has bearing on the line functions of the Department; Conduct legal research on matters pertaining to primary and subordinate legislation; Draft memoranda, reports and government notices; Draft and prepare the necessary documents to present Bills to Clusters and Parliaments; Evaluate and give inputs on draft legislation prepared by other Departments.
- ENQUIRIES APPLICATIONS** : Ms. R. Sema Tel No: (012) 315 1333
- : 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 DOJ24-93-LD@justice.gov.za
- POST 45/51** : **DEPUTY DIRECTOR: FACILITIES PROGRAMME SUPPORT REF NO: 24/92/CS**
- 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 appropriate undergraduate qualification (NQF level 6) as recognized by SAQA in Built Environment (town planning, quantity surveying, space planning services, etc.); A minimum of 3 years' experience in Facilities Management at (Assistant Director) level and exposure to financial management; Understanding of Government Immovable Assets Management Act (GIAMA); Knowledge of Supply Chain Management framework, National Building Regulations, prescripts and frameworks on corporate performance and technical knowledge in spectrum of discipline within the Built Environment; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and Public Finance Management Act, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous Improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Project management; Team leadership.
- DUTIES** : Coordinate and monitor the expenditure of facilities management and strategy requirements; Coordinate the development and implementation of User Asset Management Plan (UAMP); Coordinate the processing of Facilities

		Management payments; Coordinate Special Projects in Provincial facilities and the implementation of term contracts; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. A van Ross Tel No: (012) 315 1094
<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 or email to DOJ24-92-CS@justice.co.za
<u>POST 45/52</u>	:	<u>OFFICE MANAGER REF NO: 24/100/ICT</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 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 6) as recognized by SAQA; in Public Management/Administration; Project Management or a Training certificate; A minimum of 3 years' experience at managerial (Assistant Director) level; Knowledge of Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
<u>DUTIES</u>	:	Manage procurement and finance of goods and services; Manage documents in the office of the DDG; Provide technical and administrative support pertaining to different committees (e.g. Parliamentary, Cabinet, Departmental and Portfolio committees) 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.
<u>ENQUIRIES</u>	:	Ms. R. Sema Tel No: (012) 315 1333
<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 or email to DOJ24-100-ICT@justice.gov.za
<u>POST 45/53</u>	:	<u>DEPUTY DIRECTOR: POLICY AND STRATEGY REF NO: 24/98/FLS</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 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) as recognized by SAQA in Bachelor of Science, BCom, LLB and strategic Planning; Knowledge of process, system and policy improvement techniques; Knowledge of project management, Law and strategic management; Knowledge and understanding of the legislative framework governing the Public Service; Knowledge and understanding of the Constitution; Knowledge of Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
<u>DUTIES</u>	:	Manage the development and implementation of the Master's modernization digitization strategy; Manage the preparation and coordination of technical procedures and standards for Master's offices; Manage the development and implementation of policies; Manage Master's offices research and development programmes; Manage the development and implementation of Master's Strategies; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms. A. van Ross Tel No: (012) 315 1094
<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 or email to DOJ24-98-FLS@justice.gov.za

POST 45/54 : **SENIOR ASSISTANT STATE ATTORNEY – LP5/LP6: REF NO: 64/24EC**
(Kindly note this is a re-advertisement applicant who previously applied are encouraged to reapply)

SALARY : R597 753 – R1 374 714 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : State Attorney, East London
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years' appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, Office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail; Good communication (written and verbal); Ability to maintain interpersonal relations.

DUTIES : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register 31 trust and debt collection; Provide supervision and training to other professional staff.

ENQUIRIES APPLICATIONS : Mr S Nofemela Tel No: (043) 702 7000 / 7003
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e mail DOJ24-64-EC@justice.gov.za

POST 45/55 : **DEPUTY MASTER MR-6 REF NO: 24/97/FLS**

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 REQUIREMENTS : Office Of the Chief Master: Pretoria
: LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Registration of trust Act, Curatorship's Act and Administration of the guardian's fund Act; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Prescription Act, State Attorney Act, Public Finance Management Act, Treasury Regulations, Department of Justice and Constitutional Development Financial Instructions and the State Liability Act; Understanding of administration skills and customer service oriented. 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 (verbal and written); Honesty and integrity.

DUTIES : Supervise and manage the administration of guardian's funds and operations; Supervise and manage the administration of deceased estate; Supervise and manage the administration of insolvent estates; Supervise and manage administration of trust and curatorship's; Supervise and manage service points operations; 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 DOJ24-97-FLS@justice.gov.za

NOTE : People with disabilities are encouraged to apply.

<u>POST 45/56</u>	:	<u>DEPUTY MASTER (MR6): REF NO: 51/24/NC/MA-KIM</u>
<u>SALARY</u>	:	R556 356 – R1 314 666 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master of the High Court: Kimberley
	:	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, Curatorships, 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 APPLICATIONS</u>	:	Mr X. Jama Tel No: (053) 8311-942
	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7 th floor, Kimberley, 8301 or email to DOJ24-51-NC@justice.gov.za .
<u>POST 45/57</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6): REF NO: 55/2024/WC</u>
<u>SALARY</u>	:	R556 356 – R1 314 666 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Cape Town
	:	An LLB degree or equivalent qualification; At least 8 years' appropriate post qualification legal/Litigation experience; Knowledge of South African Legal System; legal practices and related spheres with specific reference in civil litigation and the law of contract, Knowledge of criminal procedures, practices and court rules; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Public Finance Management Act, Treasury Regulations, Financial Instructions and State Liability Act; Knowledge and experience of the judicial system and functions of the court; Knowledge and experience in office administration; A valid driver's license. Skills and Competencies: Legal Research; Legal drafting; Applied Strategic thinking Applied technology; Budgeting and financial management; Communication and information management; Computer literacy; Continuous improvement; Citizen Focus and Responsiveness; Diversity management; Impact and influence; Managing interpersonal Conflict; Planning and organising; Problem solving and decision making; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate and conduct outreach, training, and awareness on various pieces of legislations, constitutional imperatives, and legal policy frameworks; Manage and administer the establishment of specialised courts and matters pertaining to vulnerable persons; Manage and coordinate corporate legal support and loss control in the province; Manage and coordinate quasi-judicial and statutory appointment matters; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Singh Tel. (021) 462 5471
	:	Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town Or email to DOJ24-55-WC@justice.gov.za .
<u>FOR ATTENTION NOTE</u>	:	Ms P Paraffin.
	:	Shortlisted candidates will be subjected to a personnel vetting process.

<u>POST 45/58</u>	:	<u>COURT MANAGER (3 POSTS)</u>
<u>SALARY</u>	:	R552 081 – R650 322 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Offices: Worcester, Ref No: 48/2024/WC (1 POST) Wynberg - Stationed at Athlone, Ref No: 76/2024/WC (1 POST) Standerton magistrate office, Ref No: 2024/12/MP (1 POST)
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognised by SAQA in Public Administration/Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of three (3) years' experience in court management environment with a minimum of two (2) years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's licence. Skills and Competencies: Applied strategic thinking; Applied technology; Budget and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Planning and organising; 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 facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements; Manage service level agreements.
<u>ENQUIRIES</u>	:	Western Cape: Ms N Bekwa Tel: (021) 462 5471 Mpumalanga: Ms KN Zwane: Tel No: 060 532 2006
<u>APPLICATIONS</u>	:	Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town Or email to: DOJ24-48-WC@justice.gov.za for Worcester or DOJ24-76-WC@justice.gov.za for Wynberg – Athlone; For Attention: Ms P Paraffin Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, Nelspruit, 1200 or Physical address: 24 Brown Street ,5th floor Nedbank Centre, Nelspruit 1200, Or email to DOJ24-12-MP@justice.gov.za .
<u>FOR ATTENTION NOTE</u>	:	Ms P Paraffin Separate application must be made per centre and quoting the relevant reference number. Persons with disabilities are encouraged to apply
<u>POST 45/59</u>	:	<u>IT CO-ORDINATOR (2 POSTS)</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum. Successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Western Cape, Ref No: 52/2024/WC Provincial Office: Limpopo – (Polokwane), Ref No: 07/24/LMP
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in Information and Communication Technology (ICT) as recognised by SAQA. 3- 5 years' experience in ICT Environment of which 3 years must be as a functional specialist; Knowledge of ICT policy development, Corporate Governance of ICT, ICT risks, ICT audits and ICT related compliance; Knowledge of ICT Service Delivery/Portfolio Management; Understanding of Public Service Regulations; Public Finance Management Act; Treasury Regulations; Government financial processes and systems. Skills and competencies: Applied Strategic Thinking, Communication and Information Management, Continuous Improvement, Developing Others, Diversity Management, Managing Interpersonal Conflict and Resolving Problems; Planning and Organising, Problem Solving and Decision Making.
<u>DUTIES</u>	:	Key Performance Areas: Monitor the implementation of the Service Level Agreements (SLA) with service providers on ICT Operations and ICT projects within the province. Coordinate ICT Compliance and ICT Security programs on information systems and data. Coordinate and facilitate ICT End-User training. Coordinate the delivery of procurement activities for the ICT process. Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Western Cape: Ms N Bekwa Tel. (021) 462 5471 Limpopo: Ms. MR Phalane (015) 287 2036 or Ms MP Mongalo (015) 287 2037
<u>APPLICATIONS</u>	:	Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town Or email to DOJ24-52-WC@justice.gov.za For Attention: Ms P Paraffin

	:	Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR email to DOJ24-07-LIM@justice.gov.za .
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 45/60</u>	:	<u>ASSISTANT DIRECTOR: COURT INTERMEDIARY: REF NO: 2024/13/MP</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office, Mpumalanga
<u>REQUIREMENTS</u>	:	Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, social work/ family counseling, child care and youth development, pediatrics, psychiatry, clinical counseling, educational psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Five (5) years' experience in intermediary services of which three (3) years should be at supervisory level; 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); Be fluent in the predominant language(s) of the jurisdictional area of the court. Skills and Competencies: Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses); Trauma and basic counseling skills; interpersonal skills; Customer focus and responsiveness; administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision-making skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage and coordinate intermediary services in the cluster; Manage, consolidate and analyze intermediary service information, statistics and reporting; Facilitate and coordinate training and development of court intermediaries; Monitor maintenance of equipment in courts at testifying rooms and its related resources; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. NC Maseko Tel No: 083 284 9056
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre ,5 TH Floor ,Building ,Nelspruit, 1200 Or email to DOJ24-13-MP@justice.gov.za
<u>POST 45/61</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 40/24EC</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court, Bisho
<u>REQUIREMENTS</u>	:	A 3 years National Diploma/Degree in Public Administration, Human Resources Management, Administration or Business Administration at NQF-Level 6; A minimum of 3 years' experience in Administration Environment; Knowledge of Human resources matter and its policy, framework, Procurement directives and procedures, Provisioning administration; Knowledge and understanding of the legislative framework governing the Public Service; Public Finance Management Act and regulatory framework/guidelines, prescripts. Skills and Competencies: Applied strategic thinking; Applied technology; Budget and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Planning and organising; Problem solving; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Manage procurement and Finance of goods and services; Manage documents for registry support services; Undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholders; Manage general support and resources services; Manage Human resource services.
<u>ENQUIRIES</u>	:	Mr W Ndamase Tel No: 043 702 7000 / 7059
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200 or e-mail to DOJ24-40-EC@justice.gov.za

<u>POST 45/62</u>	:	<u>CLUSTER MANAGER: COURT INTERPRETING (2 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>	:	Lejweleputswa, Ref No: DOJ24/20/FS Fezile Dabi, Ref No: DOJ24/21/FS
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 plus Diploma in Court Interpreting at NQF level 5 or any other relevant qualification at NQF level 5. Six (6) years practical experience in Court Interpreting of which three (3) should be at supervisory level. A Valid driver license. Language requirements: Proficiency in two (2) or more indigenous languages and English. Welkom: English, Afrikaans, Sesotho, Setswana and IsiXhosa; Skills and competencies: Time management. computer literacy. Analytical thinking. Problem solving. Planning and organising. Confidentiality. Ability to work under pressure and Art of interpreting.
<u>DUTIES</u>	:	Manage the Cluster Legal Interpreting, Language services and stake holder relations in the cluster. Develop the legal interpreting and language services operational plan for the cluster. Manage both human and non-human resources of legal interpreting and language service in the cluster. Manage special projects of legal interpreting and language service. Co-ordinates the interpreting and language service activities in the cluster. Manage the legal interpreting and language service stakeholder relations in the province. Manage evaluation and quality assurance. Manage operational efficiency of language service in the province. Manage compliance of the code of conduct.
<u>ENQUIRIES</u>	:	Ms NM Dywili Tel No: 051 407 1800/073 775 0709
<u>APPLICATIONS</u>	:	Please direct your application to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300 No 108 St Andrew Street, Bloemfontein or email to DOJ24-20-FS@justice.gov.za (Lejweleputswa) DOJ24-21-FS@justice.gov.za (Fezile Dabi).
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 45/63</u>	:	<u>ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: 24/103/DG</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 undergraduate qualification (NQF level 6) in Risk Management, Business Management and Auditing as recognised by SAQA; A minimum of 3 years' experience in risk management environment at supervisory level; Knowledge of Public Finance Management Act, Public Service Regulations and court processes. Skills and Competencies: Planning and organizing; Strategic capabilities and leadership; Communication; Honesty and integrity; People management; Team management; Client orientation and customer focus; Change management; Knowledge management; Service delivery innovation; Financial management.
<u>DUTIES</u>	:	Participate in the development of the risk management framework; Assist in identification and assessing the impact of identified risks; Identify and select appropriate risk management methods; Implement risk management plans; Assess project risk management and strategic projects; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. P. Leshilo Tel No: (012) 357 8240
<u>APPLICATIONS</u>	:	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. OR email to DOJ24-103-DG@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 45/64</u>	:	<u>ASSISTANT DIRECTOR: CONTRACT MANAGEMENT. REF NO: 24/96/FMS</u>
<u>SALARY</u>	:	R444 036 – R532 602. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification as recognized by SAQA in Supply Chain Management, BCom Law, Public Procurement Management; A minimum of 3 years' related contract management experience at a supervisory level; Knowledge and proper understanding of the Contract Management framework; Knowledge of Supply Chain Management contract management practices.

- 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** : Supervise, monitor, analyse and determine actions to ensure proper contract administration; Supervise, monitor contract compliance by determining whether the products/services are delivered in line with the contract specifications; Supervise and monitor supplier performance according to the contract and service level agreement; Provide effective people management.
- ENQUIRIES** : Ms A van Roos Tel No: (012) 315 1094
- 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 DOJ24-96-FMS@justice.gov.za
- POST 45/65** : **ADMINISTRATION OFFICER (3 POSTS)**
- SALARY** : R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Magistrate Ga- Kgapane, Ref No: 08/24/LMP
Magistrate Seshego, Ref No: 09/24/LMP
Magistrate Tzaneen, Ref No: 10/24/LMP
- REQUIREMENTS** : Three-year National Diploma/Bachelor's degree in Public Administration/ Management or equivalent; Three years administration experience; knowledge of Human Resources Management; Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Budget control, Asset, Facility Management and PFMA. Skills and competencies: Computer literacy (Microsoft packages); Planning and Organizing skills; Problem solving skills; Sound Leadership and management skills; Good interpersonal relations; People Management;
- DUTIES** : Co – ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Sections, section related to Family Courts, Supply Chain Management of the office; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of services.
- ENQUIRIES** : Ms. MR Phalane Tel No: (015) 287 2036
Ms MP Mongalo Tel No: (015) 287 2037
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR email to DOJ24-08-LIM@justice.gov.za DOJ24-09-LIM@justice.gov.za & DOJ24-10-LIM@justice.gov.za
- NOTE** : Separate application must be made per centre and quoting the relevant reference number
- POST 45/66** : **ASSISTANT STATE ATTORNEY LP3-LP4 (4 POSTS)**
- SALARY** : 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.
- CENTRE** : State Attorney: Bloemfontein, Ref No: 24/23/FS (2 Posts)
Office Of the State Attorney: Kimberley, Ref No: 89/24/NC/SA-KIM (2 Posts)
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least two (2) years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa will be an advantage; 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).
- DUTIES** : Handling litigation and appeals in the High Court, Magistrate's Court, Labour Courts, Land Claim Court and CCMA; Drafting 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.
- ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800

<u>APPLICATIONS</u>	: Ms N. Gcilitshana (053) 8311-942 Free State: Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300, No 108 St Andrew Street, Bloemfontein 9300. Or Email DOJ24-23-FS@justice.gov.za Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7 th floor, Kimberley, 8301 or email to DOJ24-89-NC@justice.gov.za
<u>NOTE</u>	: Separate application must be made per centre and quoting the relevant reference number
<u>POST 45/67</u>	: <u>STATE ACCOUNTANT: BUDGET, REF NO: 14/24/LMP</u>
<u>SALARY</u>	: R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: Provincial Office: Limpopo (Polokwane) : A three-year Bachelor's Degree/National Diploma in Finance or equivalent qualification; One-year relevant experience; Sound knowledge of BAS, PFMA, DFI and Treasury Regulations; Valid Driver's License Skills And Competencies: Basic Accounting skills; Computer literacy (MS Office); Good communication skills (verbal and written); Ability to work under pressure; Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	: Prepare the budget for the Region; Coordinate budget estimates from sub-offices; Provide support and financial advice to line managers; Analyze and compile expenditure reports; Request and analyze BAS reports,
<u>ENQUIRIES</u>	: Ms. MR Phalane Tel No: 015 287 2036 Ms MP Mongalo Tel No: 015 287 2037
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR email to DOJ24-14-LIM@justice.gov.za .
<u>POST 45/68</u>	: <u>SENIOR COURT INTERPRETER (5 POSTS)</u>
<u>SALARY</u>	: R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Dzanani, Ref No: 11/24/LMP Mutale, Ref No: 12/24/LMP Praktiseer, Ref No: 13/24/LMP Ermelo Magistrate Office, Ref No: 2024/21/MP Mkobola Magistrate Office, Ref No: 2024/28/MP
<u>REQUIREMENTS</u>	: A Grade 12 and ten years practical experience in court interpreting or National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and Minimum of three years practical experience in court interpreting, A valid drivers's licence. Language Proficiency: Dzanani, Mutale and Praktiseer: English, N. Sotho, Venda, Tsonga and Afrikaans or Shona; Ermelo Magistrate Office: IsiXhosa, IsiZulu, Sesotho; Mkobola Magistrate Office: isiNdebele, isiZulu, Sepedi. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.
<u>DUTIES</u>	: Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate /Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors; Perform Specific line and administrative Support Functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES</u>	: Limpopo: Ms. MR Phalane Telo No: 015 287 2036 Ms MP Mongalo Tel No: 015 287 2037 Mpumalanga: Ms NC Maseko Tel No: 083 248 9056 or Ms KN Zwane Tel No: 060 532 2006
<u>APPLICATIONS</u>	: Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699

OR email to DOJ24-11-LIM@justice.gov.za or DOJ24-12-LIM@justice.gov.za or DOJ24-13-LIM@justice.gov.za.

Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre, 5th Floor Building, Nelspruit, 1200 or email to DOJ24-21-MP@justice.gov.za or DOJ24-28-MP@justice.gov.za.

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

POST 45/69 : **JUDGES SECRETARY REF NO: 24/104/CA**

SALARY : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : Grade 12 certificate or equivalent with Typing/Secretarial certificate; A minimum of 1-year relevant experience; Knowledge of Microsoft Suite (MS Word, MS Excel, MS PowerPoint, Email and Internet); Knowledge of telephone etiquette; Understanding of customer service. Skills and Competencies: Computer literacy; Creative thinking; Customer service orientation; Problem analysis; Self-Management; Team membership; Technical proficiency; Planning and organizing skills; Communication skills (verbal and written).

DUTIES : Render secretarial duties; Provide an administrative support service; Execute court related functions.

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

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.Or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to DOJ24-92-CA@justice.co.za

POST 45/70 : **STATE ACCOUNTANT: PARTICIPATORY DEMOCRACY REF NO: 24/83/CD (04 POST)**

SALARY : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 6) in Financial Management, Financial Accounting, Internal Audit or equivalent as recognized by SAQA; A minimum of 2 years' experience in Finance; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, Division of Revenue Act (DORA); Knowledge of policy development. Skills and Competencies: Computer literacy; Planning and organizing skills; Communication skills (verbal and written); Creative thinking; Customer service orientation; Problem analysis; Interpersonal relations.

DUTIES : Implement the project budget forecast and objectives; Collect and consolidate of budget; Support the expenditure process; Capture statistics and generate reports on financial statistics indicating performance; Provide effective people management.

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

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR Email to DOJ24-83-CD@justice.gov.za

NOTE : People with disabilities are encouraged to apply

POST 45/71 : **ADMINISTRATIVE OFFICER: ELIMINATION OF RACIAL DISCRIMINATION REF NO: 24/105/CD**

SALARY : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A 3-year National Diploma/Degree (NQF level 6) in Office Administration/ Office Management; A minimum of 1 year experience in Administration Knowledge and understanding of the legislative framework governing the public service and regulatory framework /guidelines, prescripts; Knowledge of Public Finance Management Act (PFMA) and budgetary/financial management; Knowledge of document tracking, storage and retrieval. Skills and Competencies: Computer literacy; Communication skills (verbal and

<u>DUTIES</u>	:	written); Planning and organizing skills; Creative thinking; Customer service orientation; Problem analysis; Self-management.
	:	Provide general administrative support; Facilitate the procurement of goods and services; Manage and control flow of documents; Provide secretariat support services.
<u>ENQUIRIES APPLICATIONS</u>	:	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 DOJ24-105-CD@justice.gov.za
<u>POST 45/72</u>	:	<u>ASSISTANT MASTER (MR3-5) (5 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, Mafikeng, Ref No: 24/VA34/NW Master Of The High Court: Polokwane, Ref No: 15/24/LMP Master Of The High Court: Grahamstown, Ref No: 37/24EC Master Of The High Court, Mthatha, Ref No: 38/24EC Master Of The High Court: Nelspruit, Ref No: 2024/15/MP
<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>	:	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>	:	North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106 Limpopo: Mr Mongwe P.M Tel No: (015) 287 2034 Eastern Cape: Ms C Williams Tel No: 043 702 7000 / 7131/ Ms S Msimang Tel No: 043 702 7000 / 7136 Mpumalanga: MS NC Maseko Tel No: 083 284 9056
<u>APPLICATIONS</u>	:	North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-34-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745. Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR email to DOJ24-15-LIM@justice.gov.za Eastern Cape: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200 or e-mail to DOJ24-37-EC@justice.gov.za OR DOJ24-38-EC@justice.gov.za Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown, Street ,Nedbank centre ,5 th floor building ,Nelspruit 1200 Or email to DOJ24-15-MP@justice.gov.za
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 45/73</u>	:	<u>ASSISTANT MASTER: (MR3-MR5) REF NO: 24/95/FLS</u>
<u>SALARY</u>	:	R307 659 – R1 053 387 per annum. per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An LLB Degree; At least 2 year's appropriate post qualification legal experience; Knowledge and experience in the functional fields and services provided by the Masters of the High Court; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Knowledge of the South

- African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act, the State Attorney Act, the Public Finance Management Act, the Treasury Regulations, the Department of Justice and Constitutional Development Financial Instructions and the State Liability Act; Knowledge and experience in office administration. Skills and Competencies: Computer literacy; Good communication (written and verbal); Good interpersonal relation; Planning and organizing skills; Decision making skills; Strategic capability and leadership skills; Project and programme management; Financial management; Change management.
- DUTIES** : Manage the administration of guardian's funds and operations; Manage the administration of deceased estate; Manage the administration of insolvent estates; Manage administration of trust and curatorship's; Provide effective people management.
- ENQUIRIES** : Ms Adelaide van Ross Tel No: (012) 315 1094
- 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 DOJ24-95-FLS@justice.gov.za
- NOTE** : People with disabilities are encouraged to apply.
- POST 45/74** : **LEGAL ADMINISTRATION OFFICER: LITIGATION AND LOSS CONTROL (MR 1 – MR 5)**
- SALARY** : R239 673 – R1 053 387 per annum (The salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Cape Town, Ref No: 53/2024/WC
Provincial Office, Mafikeng, Ref No: 24/VA39/NW
- REQUIREMENTS** : LLB Degree or 4 year recognised legal qualification; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act; Prescription Act, Treasury Regulations, Financial Instructions and the State Liability Act; Knowledge and experience in Office Administration, Knowledge of Domestic Violence Amendment Act, Criminal Law and Related Amendment Act, Criminal Law (Sexual Offences and Related Amendment) Amendment Act, Maintenance Act, Child Justice; A valid driver's license. Skills and Competencies: Legal Research and drafting skills; Communication (written and verbal); Presentation skills; Good planning and decision-making skills; Interpersonal and language skills; Analytical thinking; Project management; Computer literacy; Report writing and analytical skills, Computer literacy, Strategic capability and leadership skills.
- DUTIES** : Key Performance Areas: Process civil litigation matters instituted against and by the Department Claims and contract vetting; Process losses in respect of State money and property (including fruitless and wasteful and transport matters); Provide civil litigation advice service in respect of civil claims; Conduct legal vetting of Service Level Agreements; Manage, process and conduct determination of liability in respect of losses (Money and Property) recovery of departmental debt; Manage and ensure effective dealing with all out-of-service debt matters (Recovery and Write Off) ; Manage and attend to all aspects pertaining to State vehicles / rented vehicles (Recovery and Write Off).
- ENQUIRIES** : Western Cape: Ms A Singh Tel. (021) 462 5471
North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106
- APPLICATION** : **Cape town:** Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to DOJ24-53-WC@justice.gov.za
North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-39-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745
- FOR ATTENTION** : Ms P Paraffin
- NOTE** : Shortlisted candidates will be subjected to a personnel vetting process.

<u>POST 45/75</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR 1 – MR 5): VULNERABLE GROUPS, REF NO: 54/2024/WC</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Cape Town LLB Degree or 4 year recognised legal qualification; A valid driver's license. Skills and Competencies: Legal Research and drafting skills; Communication (written and verbal); Presentation skills; Good planning and decision-making skills; Interpersonal and language skills; Analytic thinking; Project Management; Computer literacy Report writing and analytical skills; Strategic capability and leadership skills.
<u>DUTIES</u>	:	Key Performance Areas: Collate monthly data for Child Justice, Domestic Violence and Sexual offences matters at courts as per prescribed legislation and prescripts; Analyse and assess data to ascertain service delivery challenges and present solutions for risk mitigation; Conduct monthly court visits to provide effective support and to ensure effective training for court officials; Monitor and ensure that convicted sexual offenders are placed on the National Register for sex offenders; Receive applications for clearance certificates on the National Register for Sex Offenders and process such applications); Monitor and ensure effective processing of diversion matters in Child Justice and to submitting to Social Development; Provide support for stakeholder engagement in Child Justice, Domestic Violence and Sexual Offences.
<u>ENQUIRIES APPLICATION</u>	:	Ms A Singh Tel. (021) 462 5471 Please direct your applications to: Provincial Head: Private Bag X 9171, CAPE TOWN, 8000 OR physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town Or email to DOJ24-54-WC@justice.gov.za
<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>POST 45/76</u>	:	<u>MAINTENANCE OFFICER: (MR1- MR5) REF NO: 2024/17/MP</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Standerton Magistrate Office An LLB Degree or a four (4) recognized years legal qualification; Knowledge of the maintenance system; Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy skills; Interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Perform the powers, duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Guide Maintenance Investigators in the performance of their function; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; compile statistics.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NC Maseko Tel No: (013) 753 9300 Ext. 224 Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, Nelspruit, 1200 or Physical address: Application Box, Fourth Floor Room 4.26, 24 Brown Street, Nedbank Centre, Nelspruit or email to DOJ24-17-MP@justice.gov.za Physical address: Application Box, 5 th Floor, 24 Brown Street, Nedbank Centre, Nelspruit or email to DOJ24-14-MP@justice.gov.za
<u>POST 45/77</u>	:	<u>ESTATE CONTROLLER (EC 1 – 4) (10 POSTS)</u>
<u>SALARY</u>	:	R239 673 – R556 356 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: Thohoyandou, Ref No: 16/24/LMP (3 Posts) Master Of The High Court: Polokwane, Ref No: 17/24/LMP (1 Posts) Master Of The High Court, Mthatha, Ref No: 34/24EC (1 Posts) Master Of The High Court, Grahamstown, Ref No: 35/24EC (1 Posts) Master Of The High Court, Bisho, Ref No: 36/24EC (1 Posts) Master Of The High Court, Mafikeng, Ref No: 24/VA33/NW (1 Post) Master Of The High Court: Johannesburg, Ref No: 2024/39/GP (1 Post)

<u>REQUIREMENTS</u>	:	Master Of the High Court: Nelspruit, Ref No: 2024/16/MP (1 Post) An LLB Degree or four (4) year recognized legal qualification; Skills and competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
<u>DUTIES</u>	:	Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
<u>ENQUIRIES</u>	:	North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106 Gauteng: Mrs Rr Moabelo Tel No: 011 332 9000 Mpumalanga: Ms Kn Zwane Tel No: 060 532 2006
<u>APPLICATIONS</u>	:	Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR email to DOJ24-16-LIM@justice.gov.za for Thohoyandou and DOJ24-17-LIM@justice.gov.za for Polokwane. Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or e-mail to Mthatha: DOJ24-34-EC@justice.gov.za / Grahamstown: DOJ24-35-EC@justice.gov.za Bisho: DOJ24-36-EC@justice.gov.za North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-33-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745. 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; 7 th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg Or Email to: DOJ2024-39-GP@justice.gov.za Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, 5 th Floor, 24 Brown Street, Nedbank Centre, Nelspruit or email to DOJ24-16-MP@justice.gov.za
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number
<u>POST 45/78</u>	:	<u>HUMAN RESOURCE OFFICER: REF NO: 49/2024/WC</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum; The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Cape Town
<u>DUTIES</u>	:	Grade 12 or equivalent qualification; Knowledge of registry duties, practices as well as ability to capture data and operate computer; Knowledge and understanding of the legislative framework governing the Public Service; Knowledge of storage and retrieval procedure in terms of the working environment; Understanding of the work in registry; Skills and Competencies: Job Knowledge; Computer skills; Planning and organising; Interpersonal relations; Flexibility; Good communication (verbal and written) skills; Key Performance Areas: implementing human resources administration practices: Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interview, absorptions, probationary period); Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR or etc); Performance Management; Termination of services etc.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Paraffin Tel. (021) 462 5471 Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town or email to DOJ24-49-WC@justice.gov.za
<u>FOR ATTENTION NOTE</u>	:	Ms P Paraffin Shortlisted candidates will be subjected to a personnel vetting process"
<u>POST 45/79</u>	:	<u>SECRETARY IN THE OFFICE OF THE CHIEF MAGISTRATE'S OFFICE, REF NO: 24/VA19/NW</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE</u>	:	Magistrate Court Molopo
<u>REQUIREMENTS</u>	:	Grade 12 (with typing as subject or Secretarial Certificate); Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, Power Point and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Literacy; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs).
<u>DUTIES</u>	:	Key Performance Areas: Provides a secretarial/receptionist support service to the manager. Provides a clerical support service to the manager; Provides support to the manager regarding meetings; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: Doj24-19-NW@justice.gov.za or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745.
<u>POST 45/80</u>	:	<u>ADMINISTRATION CLERK (3 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>	:	Delmas Magistrate Office: Ref No 2024/19/MP Barberton Magistrate Office Ref No: 2024/18/MP Emalaheni: Magistrate Office Ref No: 2024/17/MP
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent. 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: Handling and processing of all administrative functions related to Court and within the cluster including all functions related to: Criminal; Traffic; Domestic violence; Civil; Child Justice Court; Children's Court; Finance; HR and Family court. Maintenance of Criminal record books. Registration and implementation of Court Orders on MOJAPAY; Issuing of warrants:-Detention, Removal, Committal, Liberation, Warrant of arrest; Registration and Processing of Reviews and Appeals; Requisition for transcripts; Capturing and management of Bails and Fines on MOJAPAY ; Draw Civil files for motion court, trials and filing; Prepare civil files for motion court roll, trial; Keep daily statistics accurate; Keep control of civil trial diary / appointment for magistrate; Issue pre-trial notices; Provide administrative support in general court and case flow management; File civil documents and other court papers; 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; Provide any other administrative support as required by the Judiciary, Court Manager and/or the Supervisor; Handling and processing of all administrative matters associated with the relevant functioning to members of the public and legal fraternity. Any other administrative functions as required from time to time.
<u>ENQUIRIES</u>	:	Mr TV Mavundla: 078 802 0741 OR Ms KN Zwane: 060 532 2060 OR Mr LT Mndebele 078 802 0880
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre ,5 th Floor Building Nelspruit ,1200. email to DOJ24-19-MP@justice.gov.za or DOJ24-17-MP@justice.gov.za or DOJ24-18-MP@justice.gov.za Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street ,Nedbank centre ,5 th floor building ,Nelspruit 1200
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 45/81</u>	:	<u>COURT INTERPRETER (14 POSTS)</u>
<u>SALARY</u>	:	R216 417 – R254 928 The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Bethal Magistrate Office, Ref No: 2024/23/ MP (1 Post)

Emakhanzeni Magistrate Office, Ref No: 2024/26/MP (1 Post)
 Evander Magistrate Office, Ref No: 2024/22/MP (1 Post)
 Mashishing Magistrate Office, Ref No: 2024/24/MP (1 Post)
 Mkobola Magistrate Office, Ref No: 2024/27/ MP
 Standerton Magistrate Office, Ref No: 2024/20/ MP (1 Post)
 Polokwane, Ref No: 21/24/LMP (1 Post)
 Groblersdal, Ref No: 22/24/LMP (1 Post)
 Giyani, Ref No: 23/24/LMP (1 Post)
 Dzanani, Ref No: 24/24/LMP (1 Post)
 Moutse, Ref No: 25/24/LMP (1 Post)
 Lebowakgomo, Ref No: 26/24/LMP (1 Post)
 Praktiseer, Ref No: 27/24/LMP (1 Post)
 Thohoyandou, Ref No: 28/24/LMP (1 Post)

REQUIREMENTS : NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: Three months Practical experience will be an added advantage; Driver's license will be an added advantage. Language Requirements: Bethal Magistrate: Sepedi and isiZulu; Emakhanzeni Magistrate: xiTsonga; IsiZulu; Sepedi, Evander Magistrate: Siswati; isiZulu; Sepedi; Mashishing Magistrate: Sepedi; isiZulu; xiTsonga; Mkobola Magistrate: Sepedi; isiZulu; isiNdebele; Standerton Magistrate; SeSotho; isiZulu; isiXhosa. Limpopo: English, N. Sotho, Venda, Tsonga and Afrikaans or Shona. Skills and Competencies: Communication skills, listening skills, Interpersonal skills, Time management, Computer literacy, Analytical Thinking, Problem Solving, Planning and organizing, Confidentiality, Ability to work under pressure.

DUTIES : Key Responsibilities: Render Interpreting services; Translate Legal Documents and Exhibits; Coin Words; Assist with reconstruction of Court Records; Perform Specific Line and Administrative Support Functions; Assist in Cluster.

ENQUIRIES : Mpumalanga: Ms KN Zwane Tel No: 060 532 2006
 Mr LT Mndebele Tel No: 078 802 0880
 Limpopo: Mr. Mongwe P.M Tel No: 015 287 2034
 Mr Lamola V.M Tel No: 015 287 2147

APPLICATIONS : Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street ,Nedbank centre ,5th floor building ,Nelspruit 1200 or email to
DOJ24-23-MP@justice.gov.za
DOJ24-26-MP@justice.gov.za
DOJ24-22-MP@justice.gov.za
DOJ24-24-MP@justice.gov.za
DOJ24-27-MP@justice.gov.za
DOJ24-23-MP@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 X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 Or email to
DOJ24-21-LIM@justice.gov.za
DOJ24-22-LIM@justice.gov.za
DOJ24-23-LIM@justice.gov.za
DOJ24-24-LIM@justice.gov.za
DOJ24-25-LIM@justice.gov.za
DOJ24-26-LIM@justice.gov.za Separate application must be made quoting the relevant reference number

POST 45/82 : **SECRETARY: LEGISLATIVE DEVELOPMENT AND IMPLEMENTATION REF NO: 24/88/LD**

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

CENTRE : National Office: Pretoria
REQUIREMENTS : Grade 12 (with Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily); Knowledge of Financial provisioning and / or Administration procedure and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government and relevant legislation. Skills and Competencies: Communication skills (verbal & written); Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation.

- DUTIES** : Make travel arrangements, process travel and subsistence claims for the manager and members of the unit; Render effective and efficient secretarial services; Provide general clerical office administration; Coordinate unit activities, inputs and compile various reports; Assist with procurement of goods and services.
- ENQUIRIES APPLICATIONS** : Ms. Rejoice Sema Tel No: (012) 315 1333
: 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 DOJ24-88-LD@Justive.gov.za
- POST 45/83** : **ACCOUNTING CLERK: BUDGET REF NO: 29/24/LMP**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office - Limpopo
: A Grade 12 or equivalent qualification; Relevant experience. Skills and competencies: Computer Literacy (MS Office). Good communication (verbal and written); Good Interpersonal relations; Ability to work under pressure; Knowledge PFMA, Treasury Regulations and DFI; Attention to detail.
- DUTIES** : Compile payment advises; Capturing payments on BAS; Request payment and document control reports; Request register of payment reports; Request expenditure reports; Monitor outstanding BAS transaction; Compile Journal; Perform any other related duties.
- ENQUIRIES APPLICATIONS** : Ms. Mapelane L Tel No: (015) 287 2035
: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR email to DOJ24-29-LIM@justice.gov.za
- POST 45/84** : **ADMINISTRATION CLERKS (DCRS) (2 POSTS)**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate, Welkom, Ref No: 24/25/FS
: Master Of The High Court: Grahamstown, Ref No: 39/24EC
- REQUIREMENTS** : A Grade 12 or equivalent qualification. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Interpersonal relations; Customer service; Document management and filing; Attention to detail;
- DUTIES** : Render general clerical support services; Provide financial administration support services in the Court; Keep and maintain personnel records in the Court; Provide supply chain clerical support services within the Court Provide various administrative duties.
- ENQUIRIES APPLICATIONS** : Free State: Ms N Dywili Tel No: (051) 407 1800/073 775 0709
: Master of The High Court: Grahamstown, Ref No: 39/24ec
: **Free State:** Please direct your applications to: The Director HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address: 108 St Andrew Street Bloemfontein, 9300 rr email: DOJ24-25-FS@justice.gov.za.
: **Eastern Cape:** Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200 or e-mail to DOJ24-39-EC@justice.gov.za.
- POST 45/85** : **ADMINISTRATION CLERKS (ASSISTANT REGISTRAR), REF NO: 18/24/LMP**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Polokwane
: Grade 12 or equivalent qualification; Experience in court related functions; A valid driver's license. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Ability to work under pressure; Good interpersonal relations.
- DUTIES** : Issue all processes that initiate court proceedings; Arrange trial dates for both civil and divorce matters in liaison with the Judiciary; Arrange court rolls for both civil and divorce matters.; Advice public with regards to court procedures; Give attention to and execute requests from the judiciary in connection with

cases and other case related matters; Filing and storage of court documents; Process and grant judgments by default as required by the Magistrates Court Act, 1944; Tax legal bills of costs; Issue court orders; Write and respond to correspondence; Process reviews and appeals; Maintenance of appeal and civil court registers; Provide any other administrative support as required by the Judiciary, Court Manager and / or Supervisor; Perform any other administration duties as directed by Court Manager

ENQUIRIES : Mr. Rapetsoa M.C Tel No: (015) 294 6000
APPLICATIONS : **Polokwane:** Quoting the relevant reference number, direct your application to: Postal address: Private Bag X 9320, Polokwane, 0700. Delivery address: Reception area Magistrate Office Polokwane opposite Polokwane Municipality 0700. or email to DOJ24-18-LIM@justice.gov.za

POST 45/86 : **ADMINISTRATION CLERKS (CRT) (4 POST)**

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

CENTRE : Kimberley Magistrate Office, Ref No: 88/24/NC/KIM (1 Post)
Magistrate Polokwane, Ref No: 19/24/LMP (3 Posts)

REQUIREMENTS : A Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management. Excellent planning and organizations skills; Accuracy and attention to detail;

DUTIES : Assist with Court Preparation; Record Court proceedings; Render general clerical support services; File/store and safekeeping of court documents; Maintain criminal record books and charge sheets.

ENQUIRIES : Northern cape Mr N. Leshage Tel No: (053) 802 1300
Limpopo: Mr. Rapetsoa M.C Tel No: (015) 294 6000

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 hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to DOJ24-88-NC@justice.gov.za.

Limpopo: Quoting the relevant reference number, direct your application to: Postal address: Private Bag X 9320, Polokwane, 0700. Delivery address: Reception area, Magistrate Office Polokwane opposite Polokwane Municipality 0700. OR email to DOJ24-19-LIM@justice.gov.za.

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

POST 45/87 : **ADMINISTRATION CLERKS (CASH HALL), REF NP: 20/24/LMP**

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

CENTRE : Magistrate: Phalala

REQUIREMENTS : Grade 12 with mathematics and/or Accounting as a passed subject or equivalent qualification. Relevant administrative experience. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Interpersonal relations; Customer service; Document management and filing; Attention to detail.

DUTIES : Payments of maintenance to beneficiaries through Mojapay system; Manage transactions of Bails, Court Fines and General Modules over Mojapay; Process payment of invoices on BAS and payment of witness fees; Request BAS reports as well as compile statistics as required from time to time; Perform petty cash reconciliation; Update petty cash register and keeping of financial records up to date; Perform any other administration duties as directed by Court Manager from time to time.

ENQUIRIES : Phalala: Mr Dabana M.K Tel No: (014) 769 0165

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Magistrate Phalala, The Court Manager, Private Bag X220, Ellisras, 0555 Or Physical address: Reception area- Magistrate Phalala. OR email to DOJ24-20-LIM@justice.gov.za

POST 45/88 : **ADMINISTRATION CLERK REF NO: 24/102/LD**

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

CENTRE REQUIREMENTS : South African Law Reform Commission: Centurion
 : Grade 12 certificate or equivalent. Skills and Competencies: Creative thinking; Computer literacy; Customer service orientation; Problem analysis; Self-management; Team membership; Technical proficiency.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES APPLICATIONS : Ms. Rejoice Sema Tel No: (012) 315 1333
 : 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 DOJ24-102-LD@justice.gov.za

POST 45/89 : **GENERAL WORKER REF NO: 24/91/FMS**

SALARY : R155 148 – R182 757 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
 : ABET or equivalent qualification; Ability to work independently. Skills and Competencies Communication skills (verbal and written); Planning and organizing; Good interpersonal skills; Problem solving; Ability to work independently; Decision making.

DUTIES : Load and offload furniture, equipment and other goods to relevant destination; Clean government vehicles; Clean relevant workstations Move goods and or assets from one point to the other.

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, 0001 or email to DOJ24-91-FMS@justice.gov.za