

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 17 June 2025
- NOTE** : 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 the position advertised as Tate Accountant: Taxation with Ref No: 25/58/FMS, in the Public Service Vacancy Circular 17 dated 23 May 2025, with a closing date of 09 June 2025, has been amended to reflect the correct title. The correct post name is State Accountant: Taxation. We apologies for the inconvenience caused.

OTHER POSTS

- POST 18/25** : **DEPUTY DIRECTOR: BUDGET PLANNING REF NO: 25/57/FMS**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY** : R896 436 – R1 055 958 per annum, (all - inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An NQF level 7 qualification 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, Public Service Act, Treasury Regulations and Public Audit Act. 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; Computer literacy; 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** : 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
- POST 18/26** : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 25/26/FMS**
- SALARY** : R896 436 – R1 055 958 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) in Financial Management, Financial Accounting, Supply Chain Management, B Com in finance as recognized by SAQA; A minimum of 3 years' experience at managerial (Assistant Director) level in the internal control environment; Knowledge of Financial Provisioning and /or Administration procedures, processes and policy

development; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other legislative prescripts. 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; Computer literacy.

DUTIES : Key Performance Areas: Produce management reporting in respect of unauthorized, irregular, fruitless and wasteful expenditure; Conduct pre and post-review of financial transactions to detect non-compliance; Conduct a determination of the confirmed irregular expenditure; Verify recommendations from Legal Services/Law enforcement and monitor the implementation thereof; Prepare disclosure notes in respect of unauthorized, irregular, fruitless and wasteful expenditure for inclusion in the financial statements; Manage human, finance and other resources.

ENQUIRIES : Ms. A. 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.

POST 18/27 : **ASSISTANT DIRECTOR: TRANSLATION AND EDITORIAL SERVICES: ISINDEBELE REF NO: 25/62/SLA**
 This is a re-advertisement, applicants who previously applied are encouraged to re-apply

SALARY : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria
REQUIREMENTS : An appropriate qualification (NQF level 6) in Communication or Linguistics as recognized by SAQA; A minimum of 3 years' experience in a translation services work environment; Language requirement: Major in IsiNdebele; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Basic Condition of Employment Act, Labour Relations Act and Government initiatives and decisions; Understanding of Code of Conduct; Knowledge of Departmental interpretation and application of policies and Administration of office. 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; Computer literacy; Planning and organising; Project management; Team leadership.

DUTIES : Key Performance Areas: Oversee the translation function; Edit translated bills; Manage terminology development; Manage human, finance and other resources.

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.

POST 18/28 : **ASSISTANT DIRECTOR: TRANSLATION AND EDITORIAL SERVICES AFRIKAANS REF NO: 25/63/SLA**
 This is a re-advertisement, applicants who previously applied are encouraged to re-apply

SALARY : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria
REQUIREMENTS : An appropriate qualification (NQF level 6) in Communication or Linguistics as recognized by SAQA; A minimum of 3 years' experience in a translation services work environment; Language requirement: Major in Afrikaans; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Basic Condition of Employment Act, Labour Relations Act and Government initiatives and decisions; Understanding of Code of Conduct; Knowledge of Departmental interpretation and application of policies and Administration of office. 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; Computer literacy; Planning and organising; Project management; Team leadership.

DUTIES : Key Performance Areas: Oversee the translation function; Edit translated bills; Manage terminology development; Manage human, finance and other resources.

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,

<u>POST 18/29</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 25/06/FS</u> This is a re-advertisement, applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Offices, Welkom
<u>REQUIREMENTS</u>	:	Grade 12 and National Diploma in Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Five (5) years court interpreting experience with minimum two (2) years supervisory experiences; Proficiency in two or more indigenous languages and English; Language requirements: Sesotho, IsiXhosa, English and Afrikaans A valid driver's license. Skills and Competencies: Communication skills; Listening skills, Interpersonal skills, Time management; computer literacy, Analytical thinking, Problem solving, Planning and organising, Confidentiality, Ability to work under pressure and art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Procure Foreign Language Interpreters and Casual Interpreters in line with the PFMA. Provide effective people management.
<u>ENQUIRIES</u>	:	Ms N Dywili Tel NO: (051) 407 1800/073 775 0709
<u>APPLICATIONS</u>	:	Please direct your application to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300. No 108 St Andrew Street, Bloemfontein.
<u>POST 18/30</u>	:	<u>COURT INTERMEDIARIES (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Colesburg Magistrate Office Ref No: 82/24/NC/COL Galeshewe Magistrate Office Ref No: 83/24/NC/GAL
<u>REQUIREMENTS</u>	:	Three year Bachelor Degree / National Diploma / Academic Qualification in one of the following fields: Teaching, Social work/ Family Counselling, Child Care and Youth Development, Pediatrics, Psychiatry, Clinical counselling, educational psychologist; Applicants must be duly registered with the relevant professional / scientific organization / body in their field of specialization; A valid driver's license; Minimum of three (3) 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 an added advantage; Knowledge of relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1997 (Act No 51 of 1977), particularly sections 153, 158 and 170A; 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).Skills and Competencies: Communication Skills and empathic, Listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills, Interpersonal Relations; 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 vulnerable witnesses when the application; for such services is granted by court; Arrange for specialized language interpreting services to be offered to witnesses who will testify via an intermediary, Maintain the effective operations within the testifying room; Maintain the good condition of the waiting room/ area for the victims, Render administrative support service in court.
<u>ENQUIRIES</u>	:	Mr. L. Swartz Tel No: (053) 802 1300 (Ext 17)
<u>APPLICATIONS</u>	:	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.
<u>POST 18/31</u>	:	<u>CHIEF ACCOUNTING CLERK: PAYROLL REF NO: 25/59/FMS</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent; A minimum of 3 years' experience; Knowledge of Public Finance Management Act (PFMA,) Budget Management, Public Service Regulations, Public Service Act, Treasury Regulations; Division of Revenue Act (DORA), Preferential Procurement Policy Framework Act (PPPFA), Public Audit Act, Knowledge of Policy Development and Payroll administration. Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and Outlook); Communication (written and verbal) skills; Budgeting and financial management; Ability to maintain a high level of confidentiality; Interpersonal relations; Customer service orientation; Problem solving skills; Research and analytical skills; Presentation and facilitation skills.

<u>DUTIES</u>	:	Key Performance Areas: Supervise and render financial accounting transactions; Supervise and perform bookkeeping support services; Supervise and perform salary administration support services; Render a budget support services; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A. Van RossTel No: (012) 315 1094
	:	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.
<u>POST 18/32</u>	:	<u>ADMINISTRATION CLERK REF NO: 25/60/CA (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	Grade 12 or equivalent qualification; Skills and Competencies: Communication skills (verbal and written); Planning and organizing skills; Computer literacy; Concern for others; Creative thinking; Customer service orientation; Problem analysis; Self-management; Team membership; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M D Modibane Tel No: (012) 315 1668
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
<u>POST 18/33</u>	:	<u>FOOD SERVICE AID REF NO: 25/61/CA</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	ABET level 4/Grade 10; Skills and Competencies: Communication skills (verbal and written); Planning and organizing skills; Customer service; Attention to detail; Interpersonal skills; Ability to work under pressure; Conflict management.
<u>DUTIES</u>	:	Key Performance Areas: Provide catering support services; Serve food and beverages during meetings; Clean kitchen utensils and equipment; Check cutlery, prepare and clean conference facility; Monitor supply of food and report waste and losses.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M D Modibane Tel No: (012) 315 1668
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.