

Department Of Justice and Constitutional Development: Entry Level Jobs 2024 / 2025

Description

The **Department of Justice and Constitutional Development** invites unemployed youth to apply for the following government entry-level positions. These roles are ideal for individuals with a Grade 12 (Matric) certificate, looking to gain valuable experience in a professional government setting.

Available Positions:

1. Administration Clerk: Participatory Democracy

- **Location:** National Office, Pretoria
- **Reference No:** 24/85/CD
- **Salary:** R216 417 – R254 928 per annum
- **Key Responsibilities:**
 - Provide general clerical support services.
 - Assist with financial administration support services within the component.
 - Maintain personnel records.
 - Assist with supply chain clerical services.
 - Perform various administrative duties.

2. Administration Clerk: Truth and Reconciliation Unit

- **Location:** National Office, Pretoria
- **Reference No:** 24/81/CD
- **Salary:** R216 417 – R254 928 per annum
- **Key Responsibilities:**
 - Provide clerical support services.
 - Administer and validate documents and data.
 - Engage with stakeholders for information verification and finalization.

3. Legal Administration Clerk: Legal Services

- **Location:** Provincial Office, North-West
- **Reference No:** 24/VA22/NW
- **Salary:** R216 417 – R254 928 per annum
- **Key Responsibilities:**
 - Process applications for Commissioner's Oath and expungements of criminal records.
 - Assist in coordinating LGBTIQ+ meetings and crime prevention programs.
 - Provide secretarial and reception services.
 - Liaise with departments on various programs and initiatives.

4. Administration Clerk – Various Magistrate Offices

- **Locations:** Orkney, Bushbuckridge, Caledon, Goodwood, Swellendam, Wynberg
- **Salary:** R216 417 – R254 928 per annum
- **Key Responsibilities:**
 - Provide clerical support services.
 - Handle financial administration and personnel records.
 - Assist with supply chain services and various administrative tasks.

5. Human Resource Practitioner: Condition of Services

- **Location:** Provincial Office, Gauteng

- **Reference No:** 2024/35/GP
- **Salary:** R376 413 – R443 403 per annum
- **Requirements:**
 - National Diploma / Degree in Human Resource Management, Public Service Administration, or Industrial Psychology.
 - Minimum of 1 year of experience in a Human Resource Conditions of Services environment.
 - Knowledge of public service frameworks and regulations.
- **Key Responsibilities:**
 - Implement general conditions of service and service benefits.
 - Develop and maintain HR systems.
 - Manage leave administration and HR reporting.
 - Handle appointments, transfers, promotions, and terminations.

Hiring organization

Department Of Justice and Constitutional Development

Employment Type

Intern

Duration of employment

3 Months

Industry

Government

Job Location

South Africa, South Africa

Working Hours

09

Date posted

December 3, 2024

Valid through

03.12.2029

Qualifications

- **Education:** Grade 12 / Matric certificate (for entry-level positions); National Diploma / Degree (for Human Resource Practitioner role).
- **Skills:**
 - Strong communication skills (verbal and written).
 - Computer literacy (MS Office).
 - Administrative and organizational skills.
 - Ability to work under pressure.
 - Good interpersonal relations and customer service skills.
 - Attention to detail and document management skills.

How to Apply

To apply for any of the available positions within the **Department of Justice and Constitutional Development**, please follow these instructions:

1. **Complete the Z83 Form:** Download the Z83 form [here](#).
2. **Submit a Recent CV:** Ensure your CV is up-to-date with your most recent employment details, qualifications, and contact information.
3. **Include the Reference Number:** Clearly indicate the **Reference Number, Position, and Location** (Area/Centre) on your application form.
4. **Additional Documentation:** Only shortlisted candidates will be required to submit certified copies of:
 - Identity Document (ID)
 - Qualifications
 - Recent Academic Transcripts/Records.

Submission Addresses

1. Administration Clerk: Participatory Democracy

Location: National Office, Pretoria

Reference No: 24/85/CD

Send Applications to:

- **Post:** The Human Resources, Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001
- **Hand Delivery:** Application Box, First Floor Reception, East Tower,

Momentum Building, 329 Pretorius Street, Pretoria

- **Email:** DOJ24-85-CD@justice.gov.za

2. Administration Clerk: Truth and Reconciliation Unit

Location: National Office, Pretoria

Reference No: 24/81/CD

Send Applications to:

- **Post:** The Human Resource, Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001
- **Hand Delivery:** Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
- **Email:** DOJ24-81-CD@justice.gov.za

3. Legal Administration Clerk: Legal Services

Location: Provincial Office, North-West

Reference No: 24/VA22/NW

Send Applications to:

- **Post:** The Regional Head, Private Bag X2033, Mmabatho, 2735
- **Hand Delivery:** 22 Molopo Road, Ayob Gardens, Mafikeng, 2745
- **Email:** Doj24-22-NW@justice.gov.za

4. Administration Clerk – Various Magistrate Offices

Locations: Orkney, Bushbuckridge, Caledon, Goodwood, Swellendam, Wynberg

Send Applications to:

- **North-West:** The Provincial Head, Private Bag X2033, Mmabatho, 2735 or Hand deliver to 22 Molopo Road, Ayob Gardens, Mafikeng, 2745 or Email: Doj24-09-NW@justice.gov.za
- **Mpumalanga:** The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank Centre, 5th Floor, Nelspruit, 1200 or Email: DOJ24-29-MP@justice.gov.za
- **Western Cape:**
 - Caledon: DOJ24-10-WC@justice.gov.za
 - Goodwood: DOJ24-14-WC@justice.gov.za
 - Swellendam: DOJ24-22-WC@justice.gov.za
 - Wynberg: DOJ24-25-WC@justice.gov.za
 - Post: The Provincial Head, Private Bag X9171, Cape Town, 8000
 - Hand Delivery: 8 Riebeeck Street, 5th Floor, Norton Rose House, Cape Town

5. Human Resource Practitioner: Condition of Services

Location: Provincial Office, Gauteng

Reference No: 2024/35/GP

Send Applications to:

- **Post:** Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000
- **Hand Delivery:** Provincial Office-Gauteng, Department of Justice and Constitutional Development, 7th Floor Schreiner Chambers, 94 Pritchard, Johannesburg
- **Email:** DOJ2024-35-GP@justice.gov.za