

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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.

CLOSING DATE : 29 October 2018
NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. 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.

OTHER POSTS

POST 41/23 : **DEPUTY DIRECTOR: HR SKILLS DEVELOPMENT REF NO: 18/140/HR**

SALARY : R697 011 – R821 052 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : Bachelor's Degree/National Diploma in Human Resource or equivalent qualification; 6 years' experience in Human Resource of which 3 years must be at supervisory/managerial level; Knowledge and application of legislative requirements; A valid driver's licence. Skills And Competencies: Communication skills (verbal and written); Computer literacy (MS Office); Customer services orientation; Planning and organizing; Creative thinking; Problem analysis and creative thinking; Project management and decision; Financial management.

DUTIES : Key Performance Areas: Manage Departmental Skills Audits; Manage the compilation of Work Skill Plan (WSP) and Annual Training programmes; Facilitate Departmental Training and Skills Programmes; Develop and maintain organizational Education Training and Development (ETD) policies; Develop and review Skills Development Programmes policies and strategies.

ENQUIRIES : Ms. N Joseph Tel No: (012) 357 8646

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 41/24 : **DEPUTY DIRECTOR: QUALITY OF WORK LIFE REF NO: 18/141/HR**

SALARY : R697 011 – R821 052 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A Bachelor's Degree in Psychology/ Social Work; At least 5 years experience in Employee Health and Wellness of which 3 years must be at managerial level; Knowledge and understanding of Employee Health and Wellness and all related prescripts in the Public Service; Knowledge of Financial Management in relation

- to PFMA and Basic project management; A valid driver's licence. Skills and Competencies: Motivational and negotiation skills; Planning and organizing skills; Communication skills (verbal and written); Problem solving and decision making; Team leadership; Change management; Presentation and facilitation; Technical proficiency in PILIR, Disability and Sport and Recreation; Computer literacy; Ability to work under pressure and tight deadlines; Stress tolerance.
- DUTIES** : Key Performance Areas: Develop, implement and Review of Legislative, Policies and Strategic Framework within the Public Service with regard to Management of Disability; Coordinate the processes of Mainstreaming Disability in the workplace; Promote a healthy life style programme; Facilitate and manage Policy and Procedure on Incapacity Leave and Ill Health (PILIR) processes.
- ENQUIRIES APPLICATIONS** : Ms. N Joseph Tel No: (012) 357 8646
- Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 41/25** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 18/127/SA**
- SALARY** : R482 907– R1 133 979 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Mthatha
- An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience and Conveyancing 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; A valid driver's licence; Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills written and verbal); Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour 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 trust and debt collection; Provide supervision and training to other professional staff.
- ENQUIRIES APPLICATIONS** : Mr. M. Kooko Tel No: (012) 315 1164
- 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.
- NOTE** : People with disabilities are encourage to apply. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 41/26** : **SENIOR ASSISTANT STATE ATTORNEY, (LP5-LP6) REF NO: 18/123/SA (X2 POSTS)**
- SALARY** : R482 907 – R1 133 979 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : State Attorney: Pretoria
- An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience and conveyancing experience; 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; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.

- DUTIES** : Key Performance Areas: Furnish legal advice and opinions; Manage the conveyancing and notarial section as well as financial aspects; Render office administrative and maintain work performance records; Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Claims, CCMA, Tax and Tax tribunals; Draft and/or settle all types of arrangements on behalf of various clients; Provide supervision and training to other professional staff.
- ENQUIRIES APPLICATIONS** : Ms. K. Ngomani Tel No: (012) 357 8661
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
- POST 41/27** : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING AND NEGOTIATIONS REF NO: 18/145/HR**
- SALARY** : R356 289 – R419 679 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
- REQUIREMENTS** : B Degree/ equivalent in Human Resource or related qualification; 6 years in a Human Resource environment of which 3 years' experience should be as a Human Resources Practitioner. Skills and Competencies: Communication skills(verbal and written); Team building skills; Interpersonal skills; Leadership and management skills; Conflict and knowledge management skills; Analytical thinking skills; Statistical Analysis and Reporting; Computer literacy.
- DUTIES** : Key Performance Areas: Render assistance in the development and maintenance of collective bargaining policies and strategies; Develop, Implement and Review Employee Relation strategies and policies; Participate in the departmental chamber and central bargaining chamber; Handle Employee Relations statistics and controlling strike actions; Perform administrative and supervisory functions.
- ENQUIRIES APPLICATIONS** : Ms E Zeekoei Tel No: (012) 315 1456
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply
- POST 41/28** : **ASSISTANT DIRECTOR: DISABILITY PROGRAMME (FOCAL POINT) REF NO: 18/142/HR**
- SALARY** : R356 289 – R419 679 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
- REQUIREMENTS** : A Bachelor's Degree in Psychology/ Social work or equivalent qualification; At least 6 years working experience in the field of Management of Disability in the workplace; Registered with professional bodies: South African Council for Social Service Professions (SACSSP) or Health Professional Council of South Africa (HPCSA); Creative and analytical skills; Problem solving skills; Counselling skills; Team membership and self-management; Skills and Competencies: Planning and organising skills; Customer services orientation; Project management; Diversity citizenship.
- DUTIES** : Key Performance Areas: Coordinate the development and implementation of disability policies and strategies; Facilitate processes of mainstreaming disability in the workplace; Facilitate advocacy programme on disability issues; Facilitate the achievement of the numeric disability target of 2% as approved by Cabinet; Conduct need assessment of employees with disabilities.
- ENQUIRIES APPLICATIONS** : Ms N Joseph Tel No: (012) 357 8646
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 41/29</u>	:	<u>SENIOR AUDITOR: INTERNAL AUDITOR REF NO: 18/139/IA (X3 POSTS)</u>
<u>SALARY</u>	:	R356 289 – R419 679 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Cluster 2 (X1 Post) North West (X1 Post) Bloemfontein (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate 3 year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; Must be able to do business research for audit purposes, conduct project risk assessment and perform all audit engagements; At least 3 years' experience in Internal Auditing of which one should be as a team leader or potential to lead a team; Must be conversant with Auditing and Accounting standards; Studying toward a relevant professional qualification will be an added advantage; A valid driver's license. Skills and Competencies: Analytical skills; Project management skills; Interpersonal relations; Planning and organizing; Computer literacy; Communication (written and verbal) skills.
<u>DUTIES</u>	:	Key Performance Areas: Provide input to the enhancement of audit methodologies and technologies; Conduct research for the Internal Audit Unit services; Monitor and update the Internal Audit training and development plan; Evaluate, monitor and report on progress on audit projects; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr O Melato Tel No: (012) 315 1351
	:	Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.
<u>POST 41/30</u>	:	<u>INTERNAL AUDITOR (X8 POSTS)</u>
<u>SALARY</u>	:	R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mahikeng Ref No: 18/129/IA (X1 Post) Gauteng Ref No: 18/130/IA (X1 Post) Kwa Zulu-Natal Ref No: 18/131/IA (X1 Post) Mpumalanga Ref No: 18/132/IA (X1 Post) Bloemfontein Ref No: 18/133/IA (X1 Post) Silverton Pretoria Cluster 4 Ref No: 18/134/IA (X1 Post) Pretoria Cluster 1 Ref No: 18/135/IA (X1 Post) Pretoria Cluster 4 Ref No: 18/136/IA (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate three (3) year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 1 year experience in Internal Auditing (includes internship/learnership); Knowledge of the Public Finance Management Act, Departmental strategic goals, policies and prescripts; In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA). Skills and Competencies: Communication (written and verbal); Financial Management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.
<u>DUTIES</u>	:	Key Performance Areas: Perform checks, reconciliations, comparisons and verification of transactions; Identify and document systems in various branches; Review adequacy, effectiveness and efficiency of controls within the system; Assist in the preparation of audit reports on the findings; Test compliance with regulations, policies and procedures; Prepare working papers, clearly documenting procedures performed.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MD. Modibane Tel No: (012) 315 1668
	:	Direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR

		Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference number.
<u>POST 41/31</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 18/56/KZN</u>
<u>SALARY</u>	:	R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Court, Verulam
<u>REQUIREMENTS</u>	:	A Bachelor's degree in Administration or equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyses statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.
<u>ENQUIRIES</u>	:	Ms V.T. Mlandeliso Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
<u>POST 41/32</u>	:	<u>ADMINISTRATIVE OFFICER: OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 18/57/KZN</u>
<u>SALARY</u>	:	R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Durban
<u>REQUIREMENTS</u>	:	A Bachelor's degree or Diploma in Health and Safety and Risk Management or equivalent qualification and two years relevant experience; A certificate in Project Management will be an added advantage; Knowledge of OHS Act, COIDA, NEMA, strong knowledge of SHER management standards and guidelines, system orientation approach in work methodologies, sound knowledge of research methodology; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Ability to conduct le to work independently and under pressure; Ability to conduct SHE risk assessment; Ability to identify hazards, environmental impacts, and risks; Report writing skills; Project Management skills; Financial management skills; Research and analytical skills.
<u>DUTIES</u>	:	Key Performance Areas: To render an effective and efficient Safety, Health, Environment Training services within the Sub-Directorate: Security Management in the Province in line with Legislation requirements, standards, policies and guidelines, to ensure the development, implementation, management, and monitoring of health and safety management system to continually improve through application of the best practices; Implement and review SHE policy standards and guidelines in relation to the legislation; Coordinate and conduct SHER awareness programmes; Assist in developing training modules for

occupational health and safety courses; Develop and implement student assessment and reporting strategies; Implement strategies to meet learning needs of the students; Evaluate the impact of the SHER training programme for continual improvement on SHER management system; Liaise with relevant institutions for accreditation process of health and safety training courses; Facilitate and Conduct training session in the Regions and in other offices within the respective Province; Perform regular risk assessments in order to identify the gaps developing health and safety skills in the work place; Assist in compiling statistics for occupational diseases in the workplace; Participate in the investigation procedures and incident reporting of SHER related cases; Initiate special projects to enhance a safe and healthy working environment for officials in the department; Properly manage the utilization of all resources in line with PFMA and other relevant legal frame work; Incorporate the expertise of ISM to develop a network system for quick and effective method of incident reporting; Manage and keep record of important information received in line with Minimal Information Security Standard, National Archives of South Africa and OHS Act and regulations.

ENQUIRIES : Ms S.C. Sikhonde Tel No: (031) 372 3000
APPLICATIONS : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban

POST 41/33 : **ADMINISTRATIVE OFFICER REF NO: 18/54/KZN**

SALARY : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate’s Court, New Hanover
REQUIREMENTS : A Bachelor’s degree in Administration or equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

DUTIES : Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.

ENQUIRIES : Ms T.O. Majola Tel No: (031) 372 3000
APPLICATIONS : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban

POST 41/34 : **ADMINISTRATIVE OFFICER REF NO: 18/55/KZN**

SALARY : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate’s Court, Umzimkhulu
REQUIREMENTS : A Bachelor’s degree in Administration or equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and

		Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V.T. Mlandeliso Tel No: (031) 372 3000
	:	Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
<u>POST 41/35</u>	:	<u>STATE ACCOUNTANT: DEBT CONTROL REF NO: 18/143/CFO</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	Bachelor's Degree/ National Diploma in Finance or equivalent qualifications in Finance (with Taxation as one of the subjects); A minimum of 1 year experience in financial administration; Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations and Income Tax Act; Knowledge of Persal and Basic Accounting System; A valid driver's licence. Skills and Competencies: Computer literacy (Ms Word, Excel and Powerpoint); Good communication skills (verbal and written); Planning and organizing skills; Strong leadership and management capabilities; Problem solving skills; Ability to maintain a high level of confidentiality; Ability to work under pressure and be able to interpret and implement relevant policies.
<u>DUTIES</u>	:	Key Performance Areas: Perform monthly and annual income Tax reconciliation; Reconciliation and clearing of Salary Suspense and Control accounts; Ensure that salary deductions are implemented timeously; Manage departmental debt; Manage the reconciliation of Subsistence and Transport advances and claims; Supervise subordinates by inter alia, allocating work, ensuring orderliness in work performance, quality and turnover and office discipline; and Provide training to subordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Joseph Tel No: (012) 357 8646
	:	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>NOTE</u>	:	People with disabilities are encourage to apply
<u>POST 41/36</u>	:	<u>ASSISTANT MASTER, MR3- MR5 (X3 POSTS)</u>
<u>SALARY</u>	:	R242 064 – R867 399 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: Kimberley Ref No: 18/148/MAS (X1 Post) Master of the High Court: Cape Town Ref No: 18/150/MAS (X2 Posts)
<u>REQUIREMENTS</u>	:	LLB Degree or four years 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.
- DUTIES** : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Ensure that departmental policy, procedures and legislations are implemented; Manage the operations regarding the Guardian's Funds and resources in the office.
- ENQUIRIES APPLICATIONS** : Mr. S. Maeko Tel No: (012) 315 1996
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.
- POST 41/37** : **CHIEF ADMINISTRATION CLERK REF NO: 18/59/KZN**
- SALARY** : R224 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Court, Pinetown
: Grade 12 certificate or equivalent; A minimum of years' relevant experience. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Able to work independently and under pressure; Attention to detail.
- DUTIES** : Key Performance Areas: Control of the sections related to Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice; Implement departmental policies; Perform any other duties as directed by the Supervisor / Court manager or Area Court Manager.
- ENQUIRIES APPLICATIONS** : Ms S.C. Sikhonde Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 41/38** : **CHIEF ADMINISTRATION CLERK REF NO: 18/58/KZN**
- SALARY** : R224 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Court, Chatsworth
: Grade 12 certificate or equivalent; A minimum of three years' relevant experience. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Able to work independently and under pressure; Attention to detail.
- DUTIES** : Key Performance Areas: Control of the sections related to Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the department

		at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice; Implement departmental policies; Perform any other duties as directed by the Supervisor / Court manager or Area Court Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S.C. Sikhonde Tel No: (031) 372 3000
	:	Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
<u>POST 41/39</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR1 – MR5) REF NO: 18/116/CD (X3 POSTS)</u>
<u>SALARY</u>	:	R186 828 – R867 399 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>	:	National Office, Pretoria
	:	An LLB Degree or 4 year recognized legal qualification; Knowledge of Constitution of the Republic of South Africa, South African Human Rights Acts, the Promotion of Equality and Prevention of Unfair Discrimination Act and the Equality Act, 2000; Knowledge and experience in office administration; Experience in providing legal support and to raise awareness on the promotion of equality and the usage of Equality Courts; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Computer literacy; Planning and interpersonal relation; Communication (report writing and verbal); Innovative and analytical thinking.
<u>DUTIES</u>	:	Key Performance Areas: Support the management of secretarial, legal and administrative duties for the Equality Review Committee (ERC); Analyse statistics received on equality courts cases from the Department's National Operations Centre (NOC system); Manage and deal with complaints from members of the public and media on the effectiveness and efficiency of the equality Courts; Advise the Minister, Deputy Minister, Director-General and other role players on measures taken to promote the Equality Act and the Equality Courts;
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M Kganyago Tel No: (012) 315 1844
	:	Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
<u>NOTE</u>	:	People with disabilities are encouraged to apply
<u>POST 41/40</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER (MR1 – MR5) REF NO: 18/49/FS</u>
<u>SALARY</u>	:	R186 828 – R867 399 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office, Bloemfontein
	:	An LLB Degree or 4 year recognized legal qualification; Knowledge of criminal procedure and practice, court rules, (Constitutional, Supreme Court of Appeal, High, Labour, Equality and Magistrate); Sound knowledge of South African legal system, legal practice and related spheres with specific reference to family law and related litigation; Knowledge of the PFMA and Sexual Offences and Related Matters Act; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Legal Research; Planning and decision making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute resolution; Time management and ability to prioritize; Report writing and problem resolving; Project management; Communication skills (Verbal and written); Willing to work overtime when required.
<u>DUTIES</u>	:	Key Performance Areas: Draft legal documents and give legal advice to the Department and other organs of the State; Provide support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, DPP, and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and

Appraisers; Recover loss and (of) damage to State property; Determine Legal Liability and oversee the smooth functioning of dedicated courts in the region; Facilitate implementation of relevant legislation including the Victims Charter and the Restorative Justice National policy Framework; Initiate, plan, implement and conduct community awareness campaigns on legislations administered by the Department.

- ENQUIRIES** : Ms N Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300. Email or faxed applications will not be considered.
- POST 41/41** : **ESTATE CONTROLLER EC1 (X10 POSTS)**
- SALARY** : R186 828 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master Of The High Court: Cape Town Ref No: 18/149/MAS (X3 Posts)
Durban Ref No: 18/151/MAS (X2 Posts)
Polokwane Ref No: 18/152/MAS (X1 Post)
Mahikeng Ref No: 18/156/MAS (X1 Post)
Grahamstown Ref No: 18/165/MAS (X1 Post)
Pietermaritzburg Ref No: 18/167/MAS (X2 Posts)
- REQUIREMENTS** : An LLB degree or recognized four years 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.
- DUTIES** : Key Performance Areas: 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.
- ENQUIRIES** : Mr. S. Maeko Tel No: (012) 315 1996
Mr. M Lehong Tel No: (012) 315 1264
- 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.
- NOTE** : People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.

INTERNSHIP PROGRAMME 2018/19

- APPLICATIONS** : Direct your application to the area of choice at postal addresses indicated below:
National Office: The Director-General: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. Ms. Samantha Fisher Tel No: (012 315 4843)/Mr. Tokelo Moja Tel No: (012) 315 4847
Gauteng: The Regional Head, Private Bag X6, Johannesburg, 2000. OR Physical address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers, Corner Pritchard and Krus Street. For enquiries: Mr. S. Mthombeni Tel No: (011) 332 9013
Mpumalanga: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, Fourth Floor Room 4.26, 24 Brown Street, Nedbank Centre, Nelspruit. For enquiries: Ms. Bongi Masilela Tel No: (013) 753 9370
KwaZulu-Natal: The Regional Head, Private Bag X54372, DURBAN, 4000 or Physical Address: Recruitment, First Floor, 2 Devonshire Place, Durban. For enquiries: Ms. Y. de Bruin/Mr. M. Zulu Tel No: (031) 372 3079/3077
Northern Cape: 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, 7th floor, Kimberley, 8301. For enquiries: Ms. Lebogang Swartz Tel No: (053) 8021317

Free State: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or Physical address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300. For enquiries: Ms. Dikeledi Letsela Tel No: (051) 407 1855

Limpopo: The Regional Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700. For enquiries: Mr. Sepolonko Nkoana/Funzani Mundzanani Tel No: (015) 287 2053/2024

North West: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver at 22 Molopo Road, Ayob Gardens, Mafikeng. Ms. Gomolemo Tshegetso Tel No: (018) 397 7070

Western Cape: The Regional Head, Department of Justice, Private Bag X 9171, Cape Town, 8000 OR Physical address: Mezzanine floor Plein Park Building, Plein Street, Cape Town. For enquiries: Mr. N. Luddy Tel No: (021) 462 5471

Eastern Cape: The Regional Head, Private Bag X9065, East London, 5200 OR Physical address 3 Phillip Frame Road, East London. For enquiries: Mr. P. Hattingh Tel No: (043) 721 2212 / Tel No: (043) 702 7128

CLOSING DATE

NOTE

: 29 October 2018
: Applicants that wish to apply for TVET Experiential Learning and Internship must have the above mentioned qualifications. Applications must be submitted on a Z83 form, obtainable from any Public Service Department, stating the field in which the Interns is applying for, a CV together with certified copies of qualifications as well as Identity document. Failure to submit the required documents will result in the application not being considered. A pre-employment security screening will be conducted on RSA citizenship, criminal record, credit record and verification of qualification. The outcome of this screening will be considered to determine suitability for employment. Who should apply? Unemployed South African matriculates and graduates, with a tertiary qualification in one of the above mentioned fields of study, who has not been previously employed under any internship programme.

OTHER POSTS

POST 41/42

: **INTERNSHIP PROGRAMME 2018/2019 ISM TVET REF NO: ISM1/TVET**

SALARY

CENTRE

REQUIREMENTS

: Stipend: R4000.00 per month
: National Office; Pretoria
: TVET N6 Certificate in Information Technology

POST 41/43

: **INTERNSHIP PROGRAMME 2018/2019 PEC TVET REF NO: PEC1/TVET**

SALARY

CENTRE

REQUIREMENTS

: Stipend: R4000 per month
: National Office
: TVET N6 Certificate in Communication Studies, Public Relations and Journalism

POST 41/44

: **INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET REF NO: HR1/TVET**

SALARY

CENTRE

REQUIREMENTS

: Stipend: R4000 per month
: National Office
: TVET N6 Certificate in Human Resource management

POST 41/45

: **INTERNSHIP PROGRAMME 2018/2019 FINANCE TVET REF NO: FIN1/TVET**

SALARY

CENTRE

REQUIREMENTS

: Stipend: R4000 per month
: National Office
: TVET N6 Certificate in Financial Management and Finance Economics and Accounting

POST 41/46 : **INTERNSHIP PROGRAMME 2018/2019 ADMINISTRATION TVET REF NO: ADM1/TVET**

SALARY CENTRE REQUIREMENTS : Stipend R4000 per month
: National Office
: TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration.

POST 41/47 : **INTERNSHIP PROGRAMME 2018/2019 CANDIDATE ATTORNEY (STATE ATTORNEY'S OFFICE)**

SALARY CENTRE : Stipend R5000 (Degree) R7000 (Master) per month
: National Office:
Bloemfontein Ref No: CA 1/No (X2 Posts)
Cape Town REF NO: CA 2/ No (X3 Posts)
Durban Ref No: CA3/No (X3 Posts)
Mahikeng Ref No: CA 4/No (X2 Posts)
Mthatha Ref No: CA 5/No (X3 Posts)
East London Ref No: CA 6/No (X3 Posts)
Port Elizabeth Ref No: CA 7/No (X2 Posts)
Johannesburg Ref No: CA 8/No (X3 Posts)
Pretoria Ref No: CA 9/No (X6 Posts)
Polokwane Ref No: CA 10/ No (X2 Posts)
Thohoyandou Ref No: CA 11/No (X1 Post)

REQUIREMENTS : LLB

POST 41/48 : **INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET**

SALARY CENTRE : Stipend R4000 per month
: Limpopo:
Nebo Ref No: HR1/No (X1 Post)
Groblersdal Ref No: HR 2/No (X1 Post)
Moutse Ref No: HR 3/No (X1 Post)

REQUIREMENTS : TVET N6 Certificate in Human Resource management

POST 41/49 : **INTERNSHIP PROGRAMME 2018/2019 FINANCE TVET**

SALARY CENTRE : Stipend R4000 per month
: Limpopo:
Vuwani Ref No: FIN1/No (X1 Post)
Sekgosesa Ref No: FIN2/No (X1 Post)
Sikhukhune Ref No: FIN3/No (X1 Post)
Praktiseer Ref No: FIN4/No (X1 Post)
Giyane Ref No: FIN5/No (X1 Post)
Daznani Ref No: FIN6/No (X1 Post)
Bela-bela Ref No: FIN7/No (X1 Post)
Northam Ref No: FIN8/No (X1 Post)

REQUIREMENTS : TVET N6 Certificate in Financial Management and Finance Economics and Accounting

POST 41/50 : **INTERNSHIP PROGRAMME 2018/2019 TVET N6**

SALARY CENTRE : Stipend R4000 per month
: Limpopo:
Hlanganani Ref No: ADM1/No (X1 Post)
Malamulele Ref No: ADM2/No (X1 Post)
Bolobedu Ref No: ADN3/No (X1 Post)
Tshitale Ref No: ADN4/No (X1 Post)
Tiyani Ref No: ADM5/No (X1 Post)
Nebo Ref No: ADM6/No (X1 Post)
Thabamooopo Ref No: ADM7/No (X1 Post)
Groblersdal Ref No: ADM8/No (X1 Post)

		Moutse Ref No: ADM9/No (X1 Post)
		Thohoyandou Ref No: ADM10/No (X1 Post)
		Louis Trichardt Ref No: ADM11/No (X1 Post)
		Musina Ref No: ADM12/No (X1 Post)
		Mutale Ref No: ADM13/No (X1 Post)
		Tshilwavhusiku Ref No: ADM14/No (X1 Post)
		Ellisras Ref No: ADM15/No (X1 Post)
		Phalala Ref No: ADM16/No (X1 Post)
		Thabazimbi Ref No: ADM17/No (X1 Post)
		Mookgopong Ref No: ADM18/No (X1 Post)
		Modimolle Ref No: ADM19/No (X1 Post)
		Namakgale Ref No: ADM20/No (X1 Post)
		Phalaborwa Ref No: ADM21/No (X1 Post)
		Bochum Ref No: ADM22/No (X1 Post)
		Mokerong Ref No: ADM23/No (X1 Post)
<u>REQUIREMENTS</u>	:	Administration TVET, Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration.
<u>POST 41/51</u>	:	<u>INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET REF NO: HR3/TVET/NO (X4 POSTS)</u>
<u>SALARY</u>	:	Stipend R4000 per month
<u>CENTRE</u>	:	Mpumalanga
<u>REQUIREMENTS</u>	:	TVET N6 Certificate in Human Resource management
<u>POST 41/52</u>	:	<u>INTERNSHIP PROGRAMME 2018/2019 FINANCE TVET REF NO: FIN13/TVET/NO (X4 POSTS)</u>
<u>SALARY</u>	:	Stipend R4000 per month
<u>CENTRE</u>	:	Mpumalanga
<u>REQUIREMENTS</u>	:	TVET N6 Certificate in Financial Management and Finance Economics and Accounting.
<u>POST 41/53</u>	:	<u>INTERNSHIP PROGRAMME 2018/2019 ADMINISTRATION TVET</u>
<u>SALARY</u>	:	Stipend R4000 per month
<u>CENTRE</u>	:	Mpumalanga:
		Regional Head Ref No: ADM1/No (X6 Posts)
		Mbombela Ref No: ADM2/No (X2 Posts)
		Eerstehoek Ref No: ADM3/No (X2 Posts)
		Nsikazi Ref No: ADM4/No (X2 Posts)
		Middleburg Ref No: ADM5/No (X2 Posts)
		Witbank Ref No: ADM6/No (X2 Posts)
		Barberton Ref No: ADM7/No (X2 Posts)
		Mdujiana Ref No: ADM8/No (X2 Posts)
		Evander Ref No: ADM9/No (X2 Posts)
<u>REQUIREMENTS</u>	:	TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration.
<u>POST 41/54</u>	:	<u>INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET REF NO: HR4/TVET</u>
<u>SALARY</u>	:	Stipend R4000 per month
<u>CENTRE</u>	:	Gauteng
<u>REQUIREMENTS</u>	:	TVET N6 Certificate in Human Resource management
<u>POST 41/55</u>	:	<u>INTERNSHIP PROGRAMME 2018/2019 FINANCE TVET REF NO: FIN4/TVET</u>
<u>SALARY</u>	:	Stipend R4000 per month
<u>CENTRE</u>	:	Gauteng
<u>REQUIREMENTS</u>	:	TVET N6 Certificate in Financial Management and Finance Economics and Accounting.

<u>POST 41/56</u>	:	<u>INTERNSHIP PROGRAMME 2018/2019 ADMINISTRATION TVET REF NO: ADM4/TVET</u>
<u>SALARY</u>	:	Stipend R4000 per month
<u>CENTRE</u>	:	Gauteng
<u>REQUIREMENTS</u>	:	TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration.
<u>POST 41/57</u>	:	<u>INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET REF NO: HR5/TVET</u>
<u>SALARY</u>	:	Stipend R4000 per month
<u>CENTRE</u>	:	North West
<u>REQUIREMENTS</u>	:	TVET N6 Certificate in Human Resource management
<u>POST 41/58</u>	:	<u>INTERNSHIP PROGRAMME 2018/2019 FINANCE TVET REF NO: FIN5/TVET</u>
<u>SALARY</u>	:	Stipend R4000 per month
<u>CENTRE</u>	:	North West
<u>REQUIREMENTS</u>	:	TVET N6 Certificate in Financial Management and Finance Economics and Accounting.
<u>POST 41/59</u>	:	<u>INTERNSHIP PROGRAMME 2018/2019 ADMINISTRATION TVET REF NO: ADM5/TVET</u>
<u>SALARY</u>	:	Stipend R4000 per month
<u>CENTRE</u>	:	North West
<u>REQUIREMENTS</u>	:	TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration.
<u>POST 41/60</u>	:	<u>INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET REF NO: HR6/TVET/NO (X6 POSTS)</u>
<u>SALARY</u>	:	Stipend R4000 per month
<u>CENTRE</u>	:	Free State
<u>REQUIREMENTS</u>	:	TVET N6 Certificate in Human Resource management
<u>POST 41/61</u>	:	<u>INTERNSHIP PROGRAMME 2018/2019 FINANCE TVET REF NO: FIN6/TVET/NO (X6 POSTS)</u>
<u>SALARY</u>	:	Stipend R4000 per month
<u>CENTRE</u>	:	Free State
<u>REQUIREMENTS</u>	:	TVET N6 Certificate in Financial Management and Finance Economics and Accounting.
<u>POST 41/62</u>	:	<u>INTERNSHIP PROGRAMME 2018/2019 ADMINISTRATION TVET</u>
<u>SALARY</u>	:	Stipend R4000 per month
<u>CENTRE</u>	:	Free State:
		Regional Head Ref No: ADM1/No (X3 Posts)
		Bloemfontein Ref No: ADM3/No (X3 Posts)
		Thaba Nchu Ref No: ADM4/No (X2 Posts)
		Bethlehem Ref No: ADM4/No (X3 Posts)
		Welcom Ref No: ADM5/No (X3 Posts)
		Phuthaditjhaba Ref No: ADM6/No (X2 Posts)
		Kroonstad Ref No: ADM7/No (X2 Posts)
<u>REQUIREMENTS</u>	:	TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration.

POST 41/63 : **INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET REF NO: HR7/TVET/NO (X3 POSTS)**

SALARY : Stipend R4000 per month
CENTRE : Northern Cape
REQUIREMENTS : TVET N6 Certificate in Human Resource management

POST 41/64 : **INTERNSHIP PROGRAMME 2018/2019 FINANCE TVET REF NO: FIN7/TVET/NO (X2 POSTS)**

SALARY : Stipend R4000 per month
CENTRE : Northern Cape
REQUIREMENTS : TVET N6 Certificate in Financial Management and Finance Economics and Accounting.

POST 41/65 : **INTERNSHIP PROGRAMME 2018/2019 ADMINISTRATION TVET**

SALARY : Stipend R4000 per month
CENTRE : Northern Cape:
Regional Head Ref No: ADM1/No (X3 Posts)
Warrenton Ref No: ADM2/No (X1 Post)
Gakeshewe Ref No: ADM3/No (X1 Post)
Kimberley Ref No: ADM4/No (X2 Posts)
Kathu Ref No: ADM5/No (X1 Post)
Olifantshoek Ref No: ADM6/No (X1 Post)
Kudumane Ref No: ADM7/No (X1 Post)
Kurumane Ref No: ADM8/No (X1 Post)
Kakamas Ref No: ADM9/No (X1 Post)
Springbok Ref No: ADM10/No (X1 Post)
Jan Kempdorp Ref No: ADM11/No (X1 Post)
Hopetown Ref No: ADM12/No (X1 Post)
Calvinia Ref No: ADM13/No (X1 Post)
Prieska Ref No: ADM14/No (X1 Post)
Hartswater Ref No: ADM15/No (X1 Post)
Pampierstard Ref No: ADM16/No (X1 Post)
Carnarvon/Williston/Stutherland Ref No: ADM17/No (X1 Post)

REQUIREMENTS : TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration.

POST 41/66 : **INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET REF NO: HR8/TVET**

SALARY : Stipend R4000 per month
CENTRE : Western Cape
REQUIREMENTS : TVET N6 Certificate in Human Resource management

POST 41/67 : **INTERNSHIP PROGRAMME 2018/2019 FINANCE TVET REF NO: FIN8/TVET**

SALARY : Stipend R4000 per month
CENTRE : Western Cape
REQUIREMENTS : TVET N6 Certificate in Financial Management and Finance Economics and Accounting.

POST 41/68 : **INTERNSHIP PROGRAMME 2018/2019 ADMINISTRATION TVET REF NO: ADM8/TVET**

SALARY : Stipend R4000 per month
CENTRE : Western Cape
REQUIREMENTS : TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration.

POST 41/69 : **INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET REF NO: HR9/TVET**

SALARY : Stipend R4000 per month
CENTRE : Eastern Cape
REQUIREMENTS : TVET N6 Certificate in Human Resource management

POST 41/70 : **INTERNSHIP PROGRAMME 2018/2019 FINANCE TVET REF NO: FIN9/TVET**

SALARY : Stipend R4000 per month
CENTRE : Eastern Cape
REQUIREMENTS : TVET N6 Certificate in Financial Management and Finance Economics and Accounting.

POST 41/71 : **INTERNSHIP PROGRAMME 2018/2019 ADMINISTRATION TVET REF NO: ADM9/TVET**

SALARY : Stipend R4000 per month
CENTRE : Eastern Cape
REQUIREMENTS : TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration.

POST 41/72 : **INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET REF NO: HR10/TVET**

SALARY : Stipend R4000 per month
CENTRE : KwaZulu-Natal
REQUIREMENTS : TVET N6 Certificate in Human Resource management

POST41/73 : **INTERNSHIP PROGRAMME 2018/2019 FINANCE TVET REF NO: FIN10/TVET**

SALARY : Stipend R4000 per month
CENTRE : KwaZulu-Natal
REQUIREMENTS : TVET N6 Certificate in Financial Management and Finance Economics and Accounting.

POST 41/74 : **INTERNSHIP PROGRAMME 2018/2019 ADMINISTRATION TVET REF NO: ADM10/TVET**

SALARY : Stipend R4000 per month
CENTRE : KwaZulu-Natal
REQUIREMENTS : TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration.