

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 24 February 2020

**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. 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.

## OTHER POSTS

**POST 05/18** : **DEPUTY DIRECTOR: LEASES AND DISPOSAL REF NO: 20/17/CFO**

**SALARY** : R733 257 – R863 748 per annum. The successful candidates will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : relevant Bachelor's Degree or National Diploma in Commerce, Accounting, Supply Chain Management or Equivalent Qualification; 3 years related leases and disposal management experience; Knowledge of PFMA, Treasury Regulations, Accounting Systems, Asset Management system and relevant Prescripts; Knowledge and proper understanding of the Supply Chain Management framework; Knowledge of Financial Management; Knowledge of Asset Management framework; A valid driver's license. Skills and Competencies: Computer literacy (MS word, PowerPoint, Outlook, Excel, etc.); Communication skills (written and verbal); Research and analytical skills; Strong leadership with strategic capabilities; Policy Development; Research, Monitoring, Evaluation and report writing; Accuracy and attention to detail; Presentation and facilitation skills.

**DUTIES** : Key Performance Areas: Monitor and review existence and completeness of leased assets; Monitor and review the disposal of assets; Provide inputs during the preparation of the Disclosure note for the leases and the disposal for Interim and Annual Financial statements; Manage movement of new and old assets; Supervision of employees.

**ENQUIRIES** : Ms. M. Qhamakoane Tel No: (012) 357 8591

**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.

<b><u>POST 05/19</u></b>	:	<b><u>DEPUTY DIRECTOR: HR CMC1 REF NO: 20/18/HR</u></b>
<b><u>SALARY</u></b>	:	R733 257 – R863 748 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/National Diploma in Human Resource or equivalent qualification; 6 years' experience in Human Resource of which 3 years must be at 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; Financial management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate Job Evaluation process in the Branches; Coordinate recruitment and selection process within the Branches; Coordinate the appointment and service and benefits; Coordinate the performance management process within the branches; Coordinate skills development programmes; Coordinate Employee Relations services; Coordinate inputs from branches to HR plan and EE Plan; Coordinate the collection of data.
<b><u>ENQUIRIES</u></b>	:	Ms. M Qhamakoane Tel No: (012) 357 8591
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>POST 05/20</u></b>	:	<b><u>COURT MANAGER 04 POSTS</u></b>
<b><u>SALARY</u></b>	:	R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Mamelodi Ref No: 2020/10/GP Magistrate Tsakane Ref No: 2020/11/GP Magistrate Oberholzer Ref No: 2020/12/GP Magistrate Heidelberg Ref No: 2020/14/GP
<b><u>REQUIREMENTS</u></b>	:	Three (3) year qualification in Administration (NQF level 6) and/or National Diploma in Services Management (NQF level 5) plus the module on Case Flow Management or equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge of an experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license; Experience in the Court environment will be an added advantage; Skills and Competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate and manage the financial, human resources of the office; as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Management of Security; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Communication and relations with the internal and external stake holders; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users;
<b><u>ENQUIRIES</u></b>	:	Ms RR Moabelo Tel No: (011) 332 9000
<b><u>APPLICATIONS</u></b>	:	Private Bag X6, Johannesburg, 2000 7 <sup>th</sup> Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
<b><u>NOTE</u></b>	:	Separate applications must be made quoting the relevant reference.

**POST 05/21** : **ASSISTANT DIRECTOR: FINANCIAL TRANSACTION PROCESSING:  
PAYROLL REF NO: 20/15/CFO**

**SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : A Bachelor's Degree or National Diploma in Finance (NQF6) or equivalent qualification; A minimum of 3 years' experience in financial management; 3 years' experience should be at supervisory level; Knowledge of PFMA, Treasury Regulations, (BAS), Persal and Salary Expense Account; Knowledge of Reconciliation of income tax; A valid driver's licence. Skills And Competencies: Communication skills (written and verbal); Computer literate (Ms Office, Ms Excel & PowerPoint); Interpersonal relationship skills; Planning and organizing skills; Problem solving skills; Report writing skills; Analytical skills.

**DUTIES** : Key Performance Areas: Manage Departmental debt; Oversee compensation of employees and manage expenditure; Review and analyse expenditure and annual reports on budget; Ensure an effective financial accounting services; Provide effective people management.

**ENQUIRIES** : Ms M Qhamakoane Tel No: (012) 357 8591

**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.

**POST 05/22** : **ASSISTANT DIRECTOR: RESEARCH AND DEVELOPMENT AND  
REQUEST FOR QUOTATIONS REF NO: 20/04/CFO**

**SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : A National Diploma/Bachelors Degree in Acquisitions/Administration/Finance (NQF 6) or related qualification; 3 years working experience in Acquisitions Management/Supply Chain Management at supervisory level; Knowledge of Public Finance Management Act (PFMA), BAS, Treasury Regulations and other applicable legislation; Knowledge of Financial Management; A valid driver's license. Skills And Competencies: Computer literacy (Ms Word, Ms Excel & PowerPoint); Communication (written and verbal) skills; Research and analytical skills; Accuracy and attention to details; Policy development; Presentation and facilitation skills; Monitoring and evaluation and reporting writing.

**DUTIES** : Key Performance Areas: Coordinate (synergize), review and execute the bidding process; Verify BBBEE/Sworn affidavits rating of all departmental suppliers; Coordinate, review and source quotations from database according to the threshold values determined by the National Treasury; Follow-up on all Acquisition Management functions National and Regional; Provide effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration; Provide effective people management.

**ENQUIRIES** : 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.

**NOTE** : People with disability are encouraged to apply.

<b><u>POST 05/23</u></b>	:	<b><u>ASSISTANT MASTER, MR3- MR5 REF NO: 20/19/MAS</u></b>
<b><u>SALARY</u></b>	:	R257 073 – R912 504 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Master of the High Court: Port Elizabeth
	:	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.
<b><u>DUTIES</u></b>	:	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; Ensure continuous quality improvement of processes and policies.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. C. Msiza Tel No: (012) 315 4754
	:	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.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 05/24</u></b>	:	<b><u>STATE ACCOUNTANT REF NO: 20/05/CFO (03 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum. The successful candidates will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria
	:	An appropriate 3 years Degree/ National Diploma in Financial Accounting/ Financial Management or equivalent qualification NQF6; A minimum of 2 year relevant experience in Internal Control/Financial Accounting/Auditing/ Supply Chain Management; Knowledge of Financial Provisioning and/ or administration procedures and processes; Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations and other legislative prescripts. Skills and Competencies: Computer literacy (Ms Word, Excel, BAS, SCM and Persal Systems); Planning and organizing skills; Interpersonal relations; Communication skills (verbal and written); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Ability to analyse and solve problems; Report writing skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Analysis of payments, orders and journals made by the department for the detection of non-compliance with policies and prescripts; Assess and conduct determination of possible, irregular, unauthorized, fruitless and wasteful expenditure; Identify root cause and ensure the implementation of corrective action to prevent irregular, unauthorized, fruitless and wasteful expenditure; Ensure appropriate progressive disciplinary action is implemented on all irregular expenditure incurred; Keep statistics of work performed for reporting purposes; Detect internal control weaknesses, investigate weakness in identified areas, report findings and make recommendations; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. M. Qhamakoane Tel No: (012) 357 8591
	:	Quoting the relevant reference number, direct your application to: Postal address: 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. People with disabilities are encouraged to apply.
<b><u>NOTE</u></b>	:	
<b><u>POST 05/25</u></b>	:	<b><u>SENIOR HUMAN RESOURCE OFFICER REF NO: 20/14/HR (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria (Various Offices)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; 3 years relevant experience in Human Resource; Working knowledge and understanding of the legislative framework governing the public service; Working knowledge of Persal system; Skills and Competencies: Problem-solving skills; Computer literacy (Ms Office); Communication skills (verbal and written); Ability to work under pressure; Interpersonal relations; Analytical skills; Team work.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Supervise and undertake the more complex implementation and maintenance of human resource administration practices; Handle human resource administration enquiries; Implement conditions of service and service benefits; Assist with Performance Management and Development matters; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Mr. J Maluleke Tel No: (012) 315 1090
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	People with disability are encouraged to apply.
<b><u>POST 05/26</u></b>	:	<b><u>SENIOR COURT INTERPRETERS (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office Piet Retief Ref No: 2020/12/MP Magistrate Office Standerton Ref No: 2020/05/MP
<b><u>REQUIREMENTS</u></b>	:	Grade 12/NQF Level 4/Grade 12. National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with three (3) years' practical experience as a Court Interpreter; OR Grade 12 with ten (10) years practical experience as a court interpreter. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Drivers' license will be an added advantage Language Requirements: Afrikaans; isiZulu and English or proficiency in any official language will be an added advantage; Skills and Competencies: Excellent communication, Listening, Inter- personal relations; Problem solving; planning and organizing and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: To interpret in court of Law (Civil and Criminal matters: To interpret in small claims courts; Interpret in pre- trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings and , pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance agreements and give feed back to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties assigned to him/her from time to time and to assist with the necessary Administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms PP Sithole Tel No: (013) 753 9300
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional

Development, Private Bag x11249, Nelspruit 1200 or Physical address: 24 Brown Street, Nedbank Centre, 4<sup>th</sup> floor Nelspruit 1200.

- POST 05/27** : **ESTATE CONTROLLER EC1 REF NO: 20/20/MAS (2 POSTS)**
- SALARY** : R198 411 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: Mahikeng
- 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. R. Chauke Tel No: (012) 315 1983
- 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.

#### **INTERNSHIP PROGRAMME 2019/2020**

- 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: Applications:** The Regional Office Gauteng; Private Bag X6, Johannesburg, 2000 or Physical address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg. Enquiries: Ms RR Moabelo Tel No: (011) 332 9000
- Mpumalanga:** The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Ned bank Centre, 4<sup>th</sup> floor Nelspruit. Enquiries: MR LT Mndebele Tel No: (013) 753 9300 Ext 220
- Kwazulu-Natal:** The Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban. Enquiries: Ms C.S. Sikhonde Tel No: (031) 372 3000
- 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. Enquiries: Mr. R. Muller Tel No: (053) 802 1300
- Free State:** The Regional Head, Private Bag X20578, Bloemfontein, 9300 or Physical address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300. For enquiries: Ms NM Dywili. Tel No: (051) 407 1800
- Limpopo:** The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700. Enquiries: Mr V Lamola Tel No: (015) 287 2035 or Mr. TP Maakamedi. Tel No: (015) 287 2025
- North West:** The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng. Enquiries: Ms. P. Lekoma Tel No: (018) 397 7061

**Western Cape:** The Regional Head, Department of Justice, Norton rose House, 8 Riebeeck street, 5th floor, Cape Town, For Enquiries: Mr M Ketelo Tel No: (021) 462 5471

**Eastern Cape:** The Regional Head, Private Bag X9065, East London, 5200 or hand delivered to the Regional Office, East London 3rd floor at 3 Phillip Frame Road, Waverly Park complex in Chiselhurst. For enquiries: Ms. N Nghona. Tel No: (043) 702 7000

**CLOSING DATE**

: 24 February 2020

**NOTE**

: Applicants that wish to apply for graduate programme must have completed 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 graduates, with a tertiary qualification in one of the above mentioned fields of study, who has not been previously employed under any internship programme. Note: These internships are based in all the Regions. Candidates that wish to apply for internship outside their respective Regions must be willing and able to find their own accommodation considering that they will not earn a salary but only a stipend. Note: Separate applications must be made for each Regional/National Office which you are applying for and quoting the relevant reference number for the centre of your choice

**OTHER POSTS**

**POST 05/28**

: **INTERNSHIP PROGRAMME 2019/2020 CANDIDATE ATTORNEY**

**STIPEND CENTRE**

: R7000 per month  
National Office: State Attorney Office  
Kimberley Ref No: CA1/No (2 Posts)  
Cape Town Ref No: CA2/No (2 Posts)  
Durban Ref No: CA3/No (2 Posts)  
Mafikeng Ref No: CA4/No (2 Posts)  
Mthatha Ref No: CA5/No (2 Posts)  
East London Ref No: CA6/No (1 Post)  
Port Elizabeth Ref No: CA7/No (2 Posts)  
Johannesburg Ref No: CA8/No (2 Posts)  
Pretoria Ref No: CA9/No (2 Posts)

**REQUIREMENTS**

: LLB

**POST 05/29**

: **INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-ADMINISTRATION**

**STIPEND CENTRE**

: R5000 per month  
National Office: Masters' Office  
Kimberley Ref No: GI 1/No (X1 Post)  
Cape Town Ref No: GI 2/No (X2 Posts)  
Durban Ref No: GI 3/No (X2 Posts)  
Mahikeng Ref No: GI 4/No (X1 Post)  
Nelspruit Ref No: GI 5/No (X3 Posts)  
Bloemfontein Ref No: GI 6/No (X2 Posts)  
Grahamstown Ref No: GI 7/No (X1 Post)  
Johannesburg Ref No: GI 8/No (X3 Posts)  
Pretoria Ref No: GI 9/No (X2 Posts)  
Pietermaritzburg Ref No: GI 10/No (X1 Post)  
Polokwane Ref No: GI 11/No (X1 Post)  
Thohoyandou Ref No: GI 12/No (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Management Assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<b><u>POST 05/30</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-SOCIAL WORK</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Free State: Family Advocate Bloemfontein Ref No: GI 1/No (X1 Post) Welkom Ref No: GI 2/No (X1 Post) Bethlehem Ref No: GI 3/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Degree in Social Work
<b><u>POST 05/31</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-SOCIAL WORK</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Gauteng: Family Advocate Johannesburg Ref No: GI 1/No (X1 Post) Pretoria Ref No: GI 2/No (X1 Post) Palm Ridge Ref No: GI 3/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Degree in Social Work
<b><u>POST 05/32</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-ADMINISTRATION</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Western Cape: Family Advocate Cape Town Ref No: GI 1/No (X1 Post) George Ref No: GI 2/No (X1 Post) Worcester Ref No: GI 3/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Management Assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<b><u>POST 05/33</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-LEGAL SERVICES</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Western Cape: Family Advocate Cape Town Ref No: GI 1/No (X1 Post) Worcester Ref No: GI 2/No (X1 Post) Mitchell's Plain Ref No: GI 3/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Degree in Law
<b><u>POST 05/34</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-ADMINISTRATION</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Mpumalanga: Family Advocate Vosman Ref No: GI 1/No (X1 Post) Nelspruit Ref No: GI 2/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Management Assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<b><u>POST 05/35</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-LEGAL SERVICES</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Mpumalanga: Family Advocate



<b><u>REQUIREMENTS</u></b>	:	Vosman Ref No: GI 1/No (X1 Post) Degree in Law
<b><u>POST 05/36</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-ADMINISTRATION</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month North West: Family Advocate Mahikeng Ref No: GI 1/No (X1 Post) Klerksdorp Ref No: GI 2/No (X1 Post) Rustenburg Ref No: GI 3/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Management Assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<b><u>POST 05/37</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-LEGAL SERVICES</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month North West: Family Advocate Mahikeng Ref No: GI 1/No (X1 Post) Klerksdorp Ref No: GI 2/No (X1 Post) Rustenburg Ref No: GI 3/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Degree in Law
<b><u>POST 05/38</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-ADMINISTRATION</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Northern Cape: Family Advocate Kimberley Ref No: GI 1/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Management Assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<b><u>POST 05/39</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-SOCIAL WORK</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Northern Cape: Family Advocate Upington Ref No: GI 1/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Degree in Social Work
<b><u>POST 05/40</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-ADMINISTRATION</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month Limpopo Polokwane Ref No: GI 1/No (X1 Post) Sibasa Ref No: GI 2/No (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Degree in Management Assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<b><u>POST 05/41</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-ADMINISTRATION</u></b>
<b><u>STIPEND CENTRE</u></b>	:	R5000 per month KwaZulu-Natal Durban Ref No: GI 1/No (X1 Post) Pietermaritzburg Ref No: GI 2/No (X1 Post) Ntuzuma Ref No: GI 3/No (X1 Post)

**REQUIREMENTS** : National Diploma or Degree in Management Assistant, Public Management, Public Administration, Business Management, Administration and Office Administration

**POST 05/42** : **INTERNSHIP PROGRAMME 2019/2020 GRADUATE INTERNSHIP-ADMINISTRATION**

**STIPEND CENTRE** : R5000 per month  
: Eastern Cape: Family Advocate  
: East London Ref No: GI 1/No (X1 Post)  
: Mthata Ref No: GI 2/No (X1 Post)

**REQUIREMENTS** : National Diploma or Degree in Management Assistant, Public Management, Public Administration, Business Management, Administration and Office Administration