

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	19 December 2022
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. 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. ERRATUM: Please note that the post of Court Manager with Ref No: 112/2022/WC advertised on Public Service Vacancy Circular 45 (Post No 45/147), dated: 25 November 2022, the maximum salary notch was captured incorrectly, therefore the correct salary notch is R491 403 – R578 841. We apologize for any inconvenience caused in this regard

MANAGEMENT ECHELON

<u>POST 46/111</u>	:	<u>HEAD OF OFFICE: STATE ATTORNEY (X2 POSTS)</u>
<u>SALARY</u>	:	R1 308 051 – R1 563 948 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: East London Ref No: 22/288/SA (X1 Post) State Attorney: Port Elizabeth Ref No: 22/289/SA (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate four year legal degree or LLB qualification on NQF level 7; A minimum of 6 years' experience at a senior managerial level; Admission as an Attorney; Administrative experience. Skills and Competencies: Communication skills (written and verbal); Computer literacy; Technical expertise; Strategic leadership capability; Analytical thinking, problem solving and decision making; Entrepreneurial and business capability; Project management; Customer service orientation; People development and empowerment; Participative leadership and teamwork; Ability to work under pressure; Research and development expertise; Strategic change management; Honesty and integrity; Interpersonal relations and conflict management.
<u>DUTIES</u>	:	Key Performance Areas: Manage and coordinate the development and implementation of the strategic and annual performance plans; Manage and facilitate the provision of representation of government on all legal and litigation matters including debt collection; Manage and facilitate the provision of conveyancing and notarial services; Manage and facilitate drafting and provision of legal opinions and contracts; Comply with all standards and directives issued by the Solicitor-General; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. K. Ngomani Tel No: (012) 357 8661
<u>APPLICATIONS</u>	:	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, 0001.

NOTE : People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.

POST 46/112 : **MASTER REF NO: 22/292/MAS**
(This post is a re-advertisement: candidates who previously applied are encouraged to re-apply)

SALARY : R1 105 383 – R1 302 102 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Master of the High Court: Pietermaritzburg
REQUIREMENTS : An LLB Degree or 4 years recognized legal qualification at NQF level 7; 5 years' experience should be at middle/ senior management level; Knowledge and experience in the functional fields and services provided by the Masters of the High Court; Knowledge of the Administration of Estate Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; A valid driver's license. Skills and Competencies: Financial management; Leadership; Strategic and conceptual orientation; Administration of estates; Communication skills; Computer literacy; Change management; People development and empowerment; Project management; Time management; Ability to work in a highly pressurized environment.

DUTIES : Key Performance Areas: Provide strategic direction and direct operations of the Master of the High Court; Monitor and improve the administration of Guardian Funds service and deceased estates services; Manage, monitor and improve the administration of insolvency services and trust services; Manage, monitor and improve the administration of curatorship services; Provide strategic leadership and guide the roll-out of Paperless Estate Administration System (PEAS) to strategic service points within the jurisdiction of the office of the Master Pietermaritzburg; Provide effective people management.

ENQUIRIES : Mr. S. Maeko Tel No: (012) 315 1996
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 : Preference will be given to women and people with disabilities.

OTHER POSTS

POST 46/113 : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 106/22/LMP**

SALARY : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Regional Office, Limpopo: (Polokwane and LebowaKgomo Cluster)
REQUIREMENTS : A National Diploma/Bachelor's Degree in Financial Management (NQF level 6) or equivalent qualification; A minimum of three years' experience in financial accounting / management at supervisory level; Knowledge and proper understanding of the Financial Management framework; Knowledge of Public Finance Management Act (PFMA), Departmental Third Party Fund (TPF) systems, BAS, Supply Chain Management (SCM); budgeting process and National Treasury Regulation; A valid drivers' license. Skills and Competencies: Computer literacy (MS Office with focus on Excel and PowerPoint); Good communication skills (written and verbal); General office and project management; Financial management skills; Exceptional report writing; Good interpersonal relations; Strong analytical skills and assertiveness; Ability to work under pressure and be self-motivated; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Assess financial operations and transactions performed in the district to be in line with prescripts; Identify training needs to ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions and reconcile third party funds; Monitor audit recommendation, action plan and render support to other districts; Monitor and report on effective Supply Chain Management and Assets Management within

- the district; Provide inputs on any improvements in financial systems, processes and procedures; Provide effective people management.
- ENQUIRIES** : Mr Maakamedi TP Tel No: (015) 287 2025
Ms Mongalo MP Tel No: (015) 287 2036
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: 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.
- POST 46/114** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 2022/210/GP**
- SALARY** : R393 711 - R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Gauteng
- REQUIREMENTS** : A three (3) year National Diploma/Degree in Labour Law/ Labour Relations or relevant equivalent qualification; At least 3 years' relevant experience in supervisory/junior management position in the Labour Relations environment; A valid driver's license. Skills and Competencies: Communication skills; Interpersonal relationship; Ability to build high performance teams; Computer literacy; Project management; Strategic management. Analytical thinking; Problem Solving; Conflict management.
- DUTIES** : Key Performance Areas: Assist in managing the grievance procedure/ disciplinary processes; Undertake labour relations research, plan activities and management of resources; Liaise with all stakeholders in defending the department in disputes; Compile monthly, quarterly and yearly reports; Provide expert advice to management in all Labour related matters; Promote sound employment relations and prevent conflict through the coordination and monitoring of discipline, grievance and dispute resolution; processes; Represent the Department in conciliation and Arbitration, hearings as well as in disciplinary matters; facilitate the resolution of employee complaints and management of strike and compile circulars on the management of strike actions; Monitor and evaluate the implementation of the approved policy; Administer the appointment of Presiding Officers and Investigation Officers.
- ENQUIRIES** : Ms R Moabelo Tel No: (011) 322 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 Or Physical Address: Regional Office –Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg, 2000.
- POST 46/115** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT AND FLEET REF NO: 107/22/LMP**
- SALARY** : R393 711 - R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Limpopo
- REQUIREMENTS** : Bachelor's Degree/ three (3) year National Diploma in Financial Management/ Supply Chain Management or relevant equivalent qualification; Three (3) years working experience in the Supply Chain Management environment, at least one (1) year supervisory experience; Knowledge and understanding of Procurement Policy Framework Act, BBBEE and PFMA will be an added advantage; Knowledge of Supply Chain Management Framework; A valid driver's license. Skills and Competencies: People Management skills; Research and analytical skills; Policy development and analytical skills; Project management skills; Financial management skills; Client orientation and customer focus skills; Presentation and facilitation skills; Communication (written and verbal) skills.
- DUTIES** : Key Performance Areas: Conduct variance, market and industry analysis to inform the demand management plan; Maintain Fleet Management and assist in ordering of new vehicle; Conduct research and liaise with users to determine current and future needs; Monitor and Compile list of GG Vehicles to be auctioned for the Region; Monitor and Compile Fleet Management for the Region; Conduct supplier verification against Companies and Intellectual Properties Commission (CIPC) database, PERSAL, National Treasury list of defaulters and list of restricted entities; Facilitate and advice on the development of terms of reference and Specifications, prior to the sourcing of quotations; Assist end users with the development of procurement plans;

- Ensure proper administration of sourcing and evaluation of quotations; Provide advice to the ad – hoc specification and evaluation committee; Submit monthly, quarterly and annual SCM related reporting and Regional procurement statistics; Signing of Regional purchase orders, prior to issuance to the suppliers and end users; Validate suppliers onto the Regional Supplier Database.
- ENQUIRIES** : Mr Maakamedi TP Tel No: (015) 287 2025 or Ms Phalane MR Tel No: (015) 287 2036
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: 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.
- POST 46/116** : **ASSISTANT DIRECTOR: LESBIAN, GAY, BISEXUAL, TRANSGENDER AND INTERSEX (LGBTQI+) REF NO: 22/291/CS**
- SALARY** : R393 711 - R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
An undergraduate (NQF level 6) as recognized by SAQA in Social Science or equivalent qualification; A minimum of 3 years' experience in hate crime cases within criminal justice system, human rights and research; Knowledge of National Intervention Strategy for LGBTQI+, the work of National Task Team on Gender and Sexual Orientation-Based Violence perpetrated against LGBTQI+ persons; Knowledge of financial management in relation to PFMA Act; A valid driver's license. Skills and Competencies: Computer literacy skills; Numeracy skills; Problem solving and decision making; Report writing skills; Communication and management; Budgeting skills; Project management skills; Decision making skills; Interpersonal relations and leadership skills; Presentation and facilitations skills.
- DUTIES** : Key Performance Areas: Coordinate administrative support in the management of LGBTQI+ hate crime cases within the criminal justice system; Facilitate the implementation of related research and initiatives to identify the needs and contribute to the development of policies and legislation; Assist with the coordination and alignment of work plans with the Annual Performance Plan (APP), Operations Plan.(OPS) and National Intervention Strategy (NIS) in the management of the LGBTQI+'s budget and expenditure; Coordinate LGBTQI+ stakeholder relations.
- ENQUIRIES APPLICATIONS** : Ms. R Sema. Tel No: (012) 315 1333
Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 46/117** : **ADMINISTRATIVE OFFICER (X4 POSTS)**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Germiston Ref No: 2022/218/GP
Mankwe Magistrate Court Ref No: 22/VA88/NW
Magistrate Court, Pinetown (This is a re-advertisement, candidates who had previously applied are encouraged to re-apply) Ref No: 22/145/KZN
Magistrate Court, Emlazi Ref No: 22/156/KZN
- REQUIREMENTS** : Three year National Diploma/ Bachelor's Degree in Public Administration/ Public Management or equivalent; 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Budget control, Asset, Facility Management and PFMA. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem solving skills; Sound leadership and management skills; Good interpersonal relations.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal

and Civil Court Administration Section, section related to Family Court, Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users.

- ENQUIRIES** : Gauteng Ms P Raadt Tel No: (011) 332 9000
Mahikeng Ms. L. Shoai Tel No: (018) 397 7088.
Durban: Ms V.T. Mlandeliso Tel No: (031) 372 3000
- APPLICATIONS** : **Gauteng:** Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 Or Physical Address: Regional Office –Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg
Applications: Mahikeng: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
Applications: Durban: Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 46/118** : **PRINCIPAL COURT INTERPRETER REF NO: 2022/219/GP**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Johannesburg
: NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF5; Proficiency in English two or more indigenous languages 5 years' practical experience as a Court Interpreter with a minimum of 2 years supervisory experience; A valid driver's license; Language requirements: English, isiZulu, isiXhosa, Setswana and Sesotho. Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Procure Foreign Language Interpreters and Casual Interpreters.
- ENQUIRIES APPLICATIONS** : Ms P Raadt Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 or 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
- POST 46/119** : **COURT INTERMEDIARY REF NO: 22/157/KZN**
- SALARY** : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Izingolweni (The Successful Candidate will also Serve Magistrate Courts under Ugu District)
- REQUIREMENTS** : Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, Social work/ family counselling, child care and youth development, paediatrics, psychiatry, clinical counselling, educational psychologist. Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization. Minimum of three years' working experience in the applicable field. Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be an added advantages. Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Proficiency in the following languages: English and IsiZulu. skills and competencies: Communication and empathic listening skills (with children, persons; with mental disabilities and other traumatized witnesses).Trauma and basic counselling skills; interpersonal skills; Customer focus and

- responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.
- DUTIES** : Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support service in court; Assist children to testify with the aid of anatomically-detailed dolls.
- ENQUIRIES** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 46/120** : **PROVISIONING ADMINISTRATIVE OFFICER: LITIGATION AND SUPPLIER PERFORMANCE REF NO: 22/289/CFO**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : A National Diploma/Degree in Supply Chain Management, Financial Management or Business Management or equivalent qualification (with strong emphasis on Contract Law); A minimum of 3 years' experience in contract management and supplier performance environment; Knowledge and proper understanding of the Contract Management framework, Supply Chain Management (SCM), contract management practices and Treasury Regulations. Skills and Competencies: Good communication (written and verbal) skills; Research and analytical skills; Strong leadership with strategic capabilities; Policy development; Research, monitoring, evaluation and report writing; Accuracy and attention to detail; Presentation and facilities skills.
- DUTIES** : Key Performance Areas: Administer supplier performance management services; Administer contract management services; Monitor supplier performance review and contract expiry dates; Provide administration services; Provide effective people management.
- ENQUIRIES** : Mr. J. Maluleke Tel No: (012) 357 1090
- 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.
- POST 46/121** : **STATE ACCOUNTANT (X3 POSTS)**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Kempton Park Cluster: Ref No: 2022/213/GP (X1 Post)
Germiston Cluster Ref No: 022/212/GP (X1 Post)
Regional Office: Gauteng Ref No: 2022/211/GP (X2 Posts)
- REQUIREMENTS** : A 3 year relevant tertiary qualification with Accounting III or equivalent; Minimum three years' experience in the field of Finance and Administration; Knowledge of Departmental Financial Instructions, Financial Delegations, Financial Procedure Manuals and Labour Relations; Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations, Public Service Regulations and other legislative prescripts. Skills and Competencies: Computer literacy (MS Office); Good verbal and written communication skill; Good human Relations; Interpersonal relations; Ability to work under pressure; Ability to manage conflict situations effectively; Presentation skills; Finance management.
- DUTIES** : Key Performance Areas: Identify financial problems and risks by conducting compliance assessments and report findings; Manage and ensure application of the prescribed Financial Procedures; Define and introduce financial control, procedures and methods towards achieving a Non – Audit Qualification (NAQ) status; Monitor the implementation of audit recommendations and action plan to ensure compliance; Monitor and support sub offices with budget formulation, allocation, executing and reporting; Monitor and ensure on effective Supply

		Chain, Asset Management and render support with Cluster's reconciliation of Third Party Funds; Provide effective people management; Perform other duties as required by the Provincial Director: Finance & SCM.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Maphoto Tel No: (011) 332 9000
	:	Quoting the relevant reference number, direct your application to: Postal address: Provincial Office, Gauteng; Private Bag X6, Johannesburg, 2000 7th Schreiner Chambers, Cnr Prichard and Kruis street, Johannesburg
<u>POST 46/122</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 22/146/KZN</u>
<u>SALARY</u>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Magistrate's Office, Chatsworth
	:	A Grade 12 certificate or equivalent; A minimum of 3 years' experience required; Skills and Competencies: Computer literacy MS Office; Good communication written and verbal; Good interpersonal relations; Able to work independently and under pressure; Attention to details.
<u>DUTIES</u>	:	Key Performance Areas: Render general clerical support services. Provide Supply Chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the Court/Cluster. Supervise and provide financial administration support services in the Court/Cluster.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V.T. Mlandiso Tel No: (031) 372 3000
	:	Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
<u>POST 46/123</u>	:	<u>REGISTRAR MR3 (X3 POSTS)</u>
<u>SALARY</u>	:	R268 755 – R307 302 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office, Pietermaritzburg: (The Successful Candidate will also serve Magistrate Courts under Umgungundlovu District): Ref No: 22/147/KZN Magistrate's Office, Port Shepstone (The Successful Candidate Will Also Serve Magistrate Courts under Ugu District) Ref No: 22/148/KZN: (This is a re-advertisement, candidates who had previously applied are encouraged to re-apply) Magistrate's Office, Vryheid (The Successful Candidate will also serve Magistrate Courts under Zululand and Umkhanyakude Districts: Ref No: 22/149/KZN
<u>REQUIREMENTS</u>	:	LLB degree or recognized 4 year legal qualification; At least 2 years' appropriate post qualification legal experience. A valid driver's licence. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
<u>DUTIES</u>	:	Key Performance Areas: Provide support to magistrate courts within Cluster B. Coordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates Court Act, 1944 at the court where stationed; Issue, monitor and analyse court statistics; Issue court orders; Manage the civil sections, including divorce cases; Assist the public with court procedures; Process reviews and appeals; Implement rules, procedures and practices and costs periodically in co-operation with the judiciary and Court Manager; Manage court information relating to civil sections including the keeping of statistics and the submission of returns to the Court Manager and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute request from the judiciary in connection with cases and other case related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, acts and rules; Attend to correspondence; Provide practical training and

- assistance to the clerks of court and Assistant Registrars in the lower courts.
Supervision of Assistant Registrars.
- ENQUIRIES** : Ms N.F. Nkosi Tel No: (031) 372 3000
APPLICATIONS : Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 46/124** : **ASSISTANT MASTERS, (MR1- MR5) REF NO: 2022/72/MP (X4 POSTS)**
- SALARY** : R207 429 – R953 979 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: Middelburg
REQUIREMENTS : LLB Degree or four years recognized legal qualification; 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 Masters 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; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.
- ENQUIRIES** : Mr R DS Nkosi Tel No: (013)753 9375
APPLICATIONS : Quoting the relevant reference number, direct your application to; Postal address: The Regional Head, Department of Justice & Constitutional Development; Private Bag X 11249; Nelspruit, 1200 or 4TH Floor Nedbank Building; 24 Brown Street; Nelspruit, 1200
- NOTE** : People with disabilities are encouraged to apply
- POST 46/125** : **ESTATE CONTROLLERS EC1 REF NO: 2022/73/MP (X4 POSTS)**
- SALARY** : R207 429 - 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: Middelburg
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** : Ms KN Zwane Tel No: (013) 753 9375
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development; Private Bag X 11249; Nelspruit, 1200 or 4TH Floor Nedbank Building; 24 Brown Street; Nelspruit 1200
- NOTE** : People with disabilities are highly encouraged to apply.
- POST 46/126** : **MAINTENANCE OFFICER (MR1 – MR3) REF NO: 048/22/NC/ KBY**
- SALARY** : R207 429 – R307 302 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office, Kimberley, (Will serve Kimberley and surrounding areas)
REQUIREMENTS : An appropriate four year recognized legal qualification (B Proc or LLB); Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver's license and willing to travel extensively. Skills and Competencies: Computer literacy (MS Office);

Good Communication skills (written and verbal); Numerical skills; Facilitation and mediation skills; Supervisory skills; Litigation skills; Ability to work with public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Time management; Ability to work under pressure.

- DUTIES** : Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.
- ENQUIRIES** : Ms L Esterhuizen Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. Or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

INTERNSHIP PROGRAMME 2023/2025

The Department of Justice and Constitutional Development (DOJ&CD) invite all the unemployed graduates and N6 TVET students to apply for Departmental graduates and Inservice training programme to gain workplace experience in the field of study illustrated below. The DOJ&CD is an equal opportunity, affirmative action employer. Candidates with disability are encouraged to apply. Applicants must clearly state the area of choice (Region) and Reference number. Details of the Internship Programme are provided below.

- APPLICATIONS** :
- National Office: Address:** Private Bag X81, Pretoria, 0001 or Hand deliver to 329 Pretorius Street, C/o Pretorius and Sisulu Street, Pretoria, 0001 Enquiries: Ms. Samantha Fisher Tel No: (012) 315 4843 or Mr. Tokelo Moja Tel No: (012) 315 4847
- Gauteng Provincial Office: Address:** The Provincial Head: Gauteng, Private Bag X6, Johannesburg, 2000 or hand deliver to 7th Floor Schreiner Chambers, Corner Pritchard and Krui Street, Johannesburg. Enquiries: MS Rachel Moabelo Tel No: (011) 332 9019
- Mpumalanga Provincial Office: Address:** Private Bag X 11249, Nelspruit 1200 or hand deliver to physical address: 24 Brown Street, 4th Floor, Nedbank Building, Nelspruit 1200 Enquiries: Ms KN Zwane Tel No: (013) 753 9367 or Ms Sedibe E Tel No: (013) 753 9370
- KwaZulu-Natal Provincial Office: Address:** Interested applicants must submit their applications for internship programme to the Justice offices / Magistrate's Courts where the position they are applying for is advertised. The Provincial Head, Private Bag X 54372, Durban 4000 or hand deliver to Provincial Office, 2 Devonshire place (off Anton Lembede Street) Durban Enquiries: Ms Naicker R Tel No: (031) 372 3082 or Zulu Mondli Tel No: (031) 372 3077 and Mtolo Mduduzi Tel No: (031) 372 3076
- Northern Cape Provincial Office: Address:** Department of Justice, New Public Building (Court Building), Corner Knight and Stead Street, Kimberley, 8301, 7th Floor Enquiries: Mr. R Muller Tel No: (053) 802 1317(27) or Mr J Tope Tel No: (053) 802 1317(66)
- Free State Provincial Office: Address:** Private Bag X20578 Bloemfontein 9300, or hand deliver to Physical Address 53 Colonial Building Charlotte Maxeke Street Bloemfontein 9300. Enquiries: Ms Letsela D Tel No: (051) 407 1831
- Limpopo Provincial Office: Address:** Private Bag x 9526, Polokwane 0700 or hand deliver 92 Bok Street, Polokwane, 0700 Enquiries: Ms Mongalo MP Tel No: (015) 287 2037, Ms Lamola V Tel No: (015) 287 2035, Ms Manyaja M Tel No: (015) 287 2026, Mr Mongwe PM Tel No: (015) 287 2034 or Mathosa M Tel No: (015) 287 2147
- North West Region Office Address:** Department of Justice and Constitutional Development, Private Bag X 2033, Mmabatho, 2735 or hand deliver Provincial Office North West, 22 Molopo Road, Ayob Gardens, Mafikeng Enquiries: Ms Tshegetso G Tel No: (018) 397 7070 or Mr Bothole T Tel No: (018) 397 7111
- Western Cape Provincial Office: Address:** Provincial Head: Private Bag X 9171, Cape Town, 8000 or hand deliver to physical address: No. 8 Riebeeck Street, 5th Floor, Norton Rose House Building, Cape Town, 8000 Enquiries: Ms L Keyster Tel No: (021) 462 5471 or Ms R Hendricks Tel No: (021) 462 5471

Eastern Cape Provincial Office: Address: The Provincial Head Eastern Cape, Provincial Office East London, Private Bag X 9065, East London, 5200 or hand deliver to Physical Address NO 3 Phillip Frame Road, Chiselhurst, East London, 5200 Enquiries: Dr M Feni Tel No: Tel No (043) 702 7029 Ms. N Dyani Tel No: Tel No (043) 702 7009 Mr L Qayi Tel No (043) 702 7003 or Mr P Hattingh Tel No (043) 702 7000

CLOSING DATE
NOTE

: 19 December 2022
: Who should apply? Unemployed South African graduates and TVET students, with a tertiary qualification in one of the above-mentioned fields of study, who has not previously participated in any internship programme and In-service training. These internships are based in all REGIONS. Candidates who 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. Separate applications must be made for each Provincial Office which you are applying for and quoting the relevant reference number for the centre of your choice Note: Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. 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. Direct your application using the address indicated below:

OTHER POSTS

POST 46/127

: **GRADUATE INTERNSHIP – ADMINISTRATION**
(Duration: 24 Months)

STIPEND
CENTRE

: R6175 per month
: National Office: State Attorneys' Office
Solicitor General Ref No: GPGI 1/ No (X2 Posts)
Performance Quality Management Ref No: GPGI 2/ No (X3 Posts)
Operations Management Ref No: GPGI 3/ No (X1 Post)

REQUIREMENTS

: National Diploma or Degree in Management assistant, Public Management, Public Administration, Business Management, administration and Office Administration.

ENQUIRIES

: Ms. Samantha Fisher Tel No: (012) 315 4843 or Mr. Tokelo Moja Tel No: (012) 315 4847

POST 46/128

: **GRADUATE INTERNSHIP – ADMINISTRATION**
(Duration: 24 Months)

Administration, Business Management, Administration and Office Administration

STIPEND
CENTRE

: R6175 per month
: Gauteng Provincial office
Masters Office Johannesburg Ref No: GPGI 1/ No (X1 Post)
Masters Office Pretoria Ref No: GPGI 2/ No (X2 Posts)
Family Advocate Johannesburg Ref No: GPGI 3/ No (X2 Posts)
State Attorney Pretoria Ref No: GPGI 4/ No (X2 Posts)
State Attorney Johannesburg Ref No: GPGI 5/ No (X2 Posts)

REQUIREMENTS

: National Diploma or Degree in Management Assistant, Public Management, Public.

ENQUIRIES

: Ms Rachel Moabelo Tel No (011) 332 9019

POST 46/129

: **GRADUATE INTERNSHIP – HANDYMAN/ARTISAN**
(Duration: 24 Months)

STIPEND
CENTRE

: R6175 per month
: Gauteng Provincial office:
Randburg Ref No: GPGI 6/ No (X1 Post)

Germiston Ref No: GPGI 7/ No (X1 Post)
Protea Ref No: GPGI 8/ No (X1 Post)
Tembisa Ref No: GPGI 9/ No (X1 Post)
Pretoria Ref No: GPGI 10/ No (X1 Post)

REQUIREMENTS : National Diploma or Degree in Building/ Quantity Survey or Civil Engineering with Trade Test and A valid driver's licence.

ENQUIRIES : Ms Rachel Moabelo Tel No: (011) 332 9019

POST 46/130 : **GRADUATE INTERNSHIP – HANDYMAN/ARTISAN**
(Duration: 24 Months)

STIPEND CENTRE : R6175 per month
: Gauteng Provincial office:
Fochville Ref No: GPGI 11/ No (X1 Post)
Palm Ridge Court Ref No: GPGI 12/ No (X1 Post)
Johannesburg Ref No: GPGI 13/ No (X1 Post)

REQUIREMENTS : National Diploma or Degree in Mechanical Engineering with Trade Test and A valid driver's licence.

ENQUIRIES : Ms Rachel Moabelo Tel No: (011) 332 9019

POST 46/131 : **GRADUATE INTERNSHIP – LEGAL SERVICES**
(Duration: 24 Months)

STIPEND CENTRE : R6175 per month
: Gauteng Provincial office:
Randfontein Ref No: GPGI 14/ No (X1 Post)
Fochville Ref No: GPGI 15/ No (X1 Post)
Roodepoort Ref No: GPGI 16/ No (X1 Post)
Oberholzer Ref No: GPGI 17/ No (X1 Post)
Westonaria Ref No: GPGI 18/ No (X1 Post)
Heidelberg Ref No: GPGI 19/ No (X1 Post)
Sebokeng Ref No: GPGI 20/ No (X1 Post)
Vanderbijlpark Ref No: GPGI 21/ No (X1 Post)
Meyerton Ref No: GPGI 22/ No (X1 Post)
Protea Ref No: GPGI 23/ No (X1 Post)
Kliptown Ref No: GPGI 24/ No (X1 Post)
Orlando Ref No: GPGI 25/ No (X1 Post)
Lenasia Ref No: GPGI 26/ No (1 Post)
Nigel Ref No: GPGI 27/ No (X1 Post)
Boksburg Ref No: GPGI 28/ No (X2 Posts)
Brackpan Ref No: GPGI 29/ No (X1 Post)
Booyens Ref No: GPGI 30/ No (X1 Post)
Jeppe Ref No: GPGI 31/ No (X1 Post)
Legal Section Ref No: GPGI 32/ No (X3 Posts)
Masters Office Johannesburg Ref No: GPGI 33/ No (X2 Posts)
Masters Office Pretoria Ref No: GPGI 34/ No (X1 Post)
Family Advocate Johannesburg Ref No: GPGI 35/ No (X1 Post)

REQUIREMENTS : Bachelor of Laws (LLB).

ENQUIRIES : Ms Rachel Moabelo Tel No: (011) 332 9019

POST 46/132 : **GRADUATE INTERNSHIP – SOCIAL WORK**
(Duration: 24 Months)

STIPEND CENTRE : R6175 per month
: Gauteng Provincial Office:
Family Advocate Palmridge Ref No: GPGI 36/ No (X1 Post)

REQUIREMENTS : Degree in Social Work.

ENQUIRIES : Ms Rachel Moabelo Tel No: (011) 332 9019

POST 46/133 : **GRADUATE INTERNSHIP – ADMINISTRATION**
(Duration: 24 Months)

STIPEND CENTRE : R6175 per month
: Mpumalanga Provincial office:
Provincial Office (Operations & Facility Management) Ref No: MPGI 1/ No (X4 Posts)
Mdutjana Court Ref No: MPGI 2/ No (X1 Post)

- Evander Court Ref No: MPGI 3/ No (X1 Post)
Masters Office Nelspruit Ref No: MPGI 4/ No (X1 Post)
State Attorney Nelspruit Ref No: MPGI 5/ No (X1 Post)
Family Advocate Nelspruit Ref No: MPGI 6/ No (X1 Post)
- REQUIREMENTS** : National Diploma or Degree in Management assistant, Public Management, Public Administration, Business Management, Administration and Office Administration.
- ENQUIRIES** : Ms KN Zwane Tel No: (013) 753 9367 or Ms Sedibe E Tel No: (013) 753 9370
- POST 46/134** : **GRADUATE INTERNSHIP – HANDYMAN/ARTISAN**
(Duration: 24 Months)
- STIPEND CENTRE** : R6175 per month
: Mpumalanga Provincial office:
Provincial Office (Operations & Facility Management) Ref No: MPGI 7/ No (X1 Post)
- REQUIREMENTS** : National Diploma or Degree in Building/ Electrical or Mechanical with Trade Test and Drivers Licence.
- ENQUIRIES** : Ms KN Zwane Tel No: (013) 753 9367 or Ms Sedibe E Tel No: (013) 753 9370
- POST 46/135** : **GRADUATE INTERNSHIP – LEGAL SERVICES**
(Duration: 24 Months)
- STIPEND CENTRE** : R6175 per month
: Mpumalanga Provincial office:
Provincial Office Ref No: MPGI 8/ No (X4 Posts)
Masters Office Nelspruit Ref No: MPGI 9/ No (X2 Posts)
Family Advocate Nelspruit Ref No: MPGI 10/ No (X1 Post)
Family Advocate Vosman Ref No: MPGI 11/ No (X1 Post)
- REQUIREMENTS** : Bachelor of Laws (LLB).
- ENQUIRIES** : Ms KN Zwane Tel No: (013) 753 9367 or Ms Sedibe E Tel No: (013) 753 9370
- POST 46/136** : **GRADUATE INTERNSHIP – ADMINISTRATION**
(Duration: 24 Months)
- STIPEND CENTRE** : R6175 per month
: Kwa-Zulu Natal Provincial office:
Provincial Office (Court Services) Ref No: KZNGI 1 / No (X1 Post)
Camper down Ref No: KZNGI 2 / No (X1 Post)
Mooi River Ref No: KZNGI 3 / No (X1 Post)
Scottburgh Ref No: KZNGI 4/ No (X1 Post)
Nqutu Ref No: KZNTGI 5/ No (X1 Post)
Point BC Ref No: KZNGI 6/ No (X1 Post)
State Attorney Durban Ref No: KZNGI 7/ No (X1 Post)
Masters Office Pietermaritzburg Ref No: KZNGI 8/ No (X1 Post)
Masters Office Durban Ref No: KZNGI 9 / No (X1 Post)
- REQUIREMENTS** : National Diploma or Degree in Management assistant, Public Management, Public Administration, Business Management, Administration and Office Administration.
- ENQUIRIES** : Ms Naicker R Tel No: (031) 372 3082 or Zulu Mondli Tel No: (031) 372 3077 and Mtolo Mduduzi Tel No: (031) 372 3076
- POST 46/137** : **GRADUATE INTERNSHIP – HUMAN RESOURCE MANAGEMENT REF NO: KZNGI 10 / NO (X2 POSTS)**
(Duration: 24 Months)
- STIPEND CENTRE** : R6175 per month
: KwaZulu-Natal Provincial office
- REQUIREMENTS** : National Diploma or Degree in Human Resource Management, Human Resource Development or Industrial Psychology.
- ENQUIRIES** : Ms Naicker R Tel No: (031) 372 3082 or Zulu Mondli Tel No: (031) 372 3077 and Mtolo Mduduzi Tel No: (031) 372 3076
- POST 46/138** : **GRADUATE INTERNSHIP – LEGAL SERVICES**
(Duration: 24 Months)
- STIPEND** : R6175 per month

- CENTRE** : Kwa-Zulu Natal Provincial office:
 Provincial Office Ref No: KZNGI 11 / No (X2 Posts)
 Pietermaritzburg Ref No: KZNGI 12 / No (X1 Post)
 Ladysmith Ref No: KZNGI 13 / No (X1 Post)
 Emlazi Ref No: KZNGI 14 / No (X1 Post)
 Port Shepstone Ref No: KZNGI 15 / No (X1 Post)
 Dannhauser Ref No: KZNGI 16 / No (X1 Post)
 Kokstad Ref No: KZNGI 17/ No (X1 Post)
 Dundee Ref No: KZNGI 18 / No (X1 Post)
 Empangeni Ref No: KZNGI 19 / No (X1 Post)
 Babanango Ref No: KZNGI 20 / No (X1 Post)
 Ntuzuma Court Ref No: KZNGI 21 / No (X1 Post)
 KwaDukuza Ref No: KZNGI 22/ No (X1 Post)
 Ubombo Ref No: KZNGI 23/ No (X1 Post)
 Durban Magistrate Court Ref No: KZNGI 24/ No (X1 Post)
 Family Advocate Durban Ref No: KZNGI 25/ No (X1 Post)
 Family Advocate Newcastle Ref No: KZNGI 26/ No (X1 Post)
 Family Advocate Pietermaritzburg Ref No: KZNGI 27/ No (X1 Post)
 Family Advocate Ntuzuma Ref No: KZNGI 28/ No (X1 Post)
 Masters Office Pietermaritzburg Ref No: KZNGI 29/ No (X1 Post)
 Masters Office Durban Ref No: KZNGI 30/ No (X1 Post)
- REQUIREMENTS** : Bachelor of Laws (LLB)/Paralegal.
- ENQUIRIES** : Ms Naicker R Tel No: (031) 372 3082 or Zulu Mondli Tel No: (031) 372 3077
 and Mtolo Mduduzi Tel No (031) 372 3076
- POST 46/139** : **GRADUATE INTERNSHIP – HANDYMAN/ARTISAN**
 (Duration: 24 Months)
- STIPEND** : R6175 per month
- CENTRE** : Kwa-Zulu Natal Provincial office:
 Pietermaritzburg Ref No: KZNGI 31/ No (X1 Post)
 Dundee Ref No: KZNGI 32/ No (X1 Post)
 Empangeni Ref No: KZNGI 33/ No (X1 Post)
 Babanango Ref No: KZNGI 34/ No (X1 Post)
- REQUIREMENTS** : National Diploma or Degree in Building/ Electrical or Mechanical with Trade
 Test and Drivers Licence.
- ENQUIRIES** : Ms Naicker R Tel No: (031) 372 3082 or Zulu Mondli Tel No: (031) 372 3077
 and Mtolo Mduduzi Tel No: (031) 372 3076
- POST 46/140** : **GRADUATE INTERNSHIP – HANDYMAN/ARTISAN**
 (Duration: 24 Months)
- STIPEND** : R6175 per month
- CENTRE** : Northern Cape Provincial office:
 De Aar Ref No: NCGI 1/ No (X1 Post)
 Upington Ref No: NCGI 2/ No (X1 Post)
 Springbok Ref No: NCGI 3/ No (X1 Post)
 Kuruman Ref No: NCGI 4/ No (X1 Post)
- REQUIREMENTS** : National Diploma or Degree in Building/ Quantity Survey or Civil Engineering
 with Trade Test and Drivers Licence.
- ENQUIRIES** : Mr. R Muller Tel No: (053) 802 1317(27) or Mr J Tope Tel No: (053) 802
 1317(66)
- POST 46/141** : **GRADUATE INTERNSHIP – ADMINISTRATION**
 (Duration: 24 Months)
- STIPEND** : R6175 per month
- CENTRE** : Free State Provincial office:
 Bloemfontein Ref: FSGI 1/ No (X2 Posts)
 Welkom Ref No: FSGI 2/ No (X2 Posts)
 Sasolbuerg Ref No: FSGI 3/ No (X1 Post)
 Henneman Ref No: FSGI 4/ No (X1 Post)
 Brandfort Ref No: FSGI 5/ No (X1 Post)
 Heilbron Ref No: FSGI 6/ No (X1 Post)
 Provincial Office (Legal Service) Ref No: FSGI 7/ No (X1 Post)
 Masters Office Bloemfontein Ref No: FSGI 8/ No (X1 Post)
 State Attorney Bloemfontein Ref No: FSGI 9/ No (X1 Post)

Family Advocate Bloemfontein Ref No: FSGI 10/ No (X1 Post)
Family Advocate Welkom Ref No: FSGI 11/ No (X1 Post)
Family Advocate Bethlehem Ref No: FSGI 12/ No (X1 Post)

REQUIREMENTS : National Diploma or Degree in Management assistant, Public Management, Public Administration, Business Management, Administration and Office Administration.

ENQUIRIES : Ms Letsela D Tel No: (051) 407 1831

POST 46/142 : **GRADUATE INTERNSHIP – LEGAL SERVICES REF NO: FSGI 13/ NO (X1 POST)**
(Duration: 24 Months)

STIPEND : R6175 per month
CENTRE : Free State Provincial office Masters Office Bloemfontein
REQUIREMENTS : Bachelor of Laws (LLB).
ENQUIRIES : Ms Letsela D Tel No: (051) 407 1831

POST 46/143 : **GRADUATE INTERNSHIP – INFORMATION TECHNOLOGY (COURT OPERATIONS) REF NO: FSGI 14/ NO (X1 POST)**
(Duration: 24 Months)

STIPEND : R6175 per month
CENTRE : Northern Cape Provincial office
REQUIREMENTS : National Diploma or Degree in Information Technology.
ENQUIRIES : Mr. R Muller Tel No: (053) 802 1317(27) or Mr J Tope Tel No: (053) 802 1317(66)

POST 46/144 : **GRADUATE INTERNSHIP – HANDYMAN/ARTISAN REF NO: FSGI 15/ NO (X1 POST)**
(Duration: 24 Months)

STIPEND : R6175 per month
CENTRE : Free State Provincial office
REQUIREMENTS : National Diploma or Degree in Electrical with Trade Test and Drivers Licence.
ENQUIRIES : Ms Letsela D Tel No: (051) 407 1831

POST 46/145 : **GRADUATE INTERNSHIP – HANDYMAN/ARTISAN COURT SERVICE – REF NO: FSGI 16/ NO (X1 POST)**
(Duration: 24 Months)

STIPEND : R6175 per month
CENTRE : Free State Provincial office
REQUIREMENTS : National Diploma or Degree in Building (i.e Plumbing etc) with Trade Test and Drivers Licence.
ENQUIRIES : Ms Letsela D Tel No: (051) 407 1831

POST 46/146 : **GRADUATE INTERNSHIP – LEGAL SERVICES**
(Duration: 24 Months)

STIPEND : R6175 per month
CENTRE : Northern Cape Provincial office
Postmasburg Ref No: NCGI 5/ No (X1 Post)
Kakamas Ref No: NCGI 6/ No (X1 Post)
Jan Kempdorp Ref No: NCGI 7/ No (X1 Post)
Victoria West Office Ref No: NCGI 8/ No (X1 Post)
Provincial Office Ref No: NCGI 12/ No (X1 Post)
Masters Office Kimberly Ref No: NCGI 13/No (X1 Post)

REQUIREMENTS : Bachelor of Laws (LLB).
ENQUIRIES : Mr. R Muller Tel No: (053) 802 1317(27) or Mr J Tope Tel No: (053) 802 1317(66)

POST 46/147 : **GRADUATE INTERNSHIP – ADMINISTRATION**
(Duration: 24 Months)

STIPEND : R6175 per month
CENTRE : Northern Cape Provincial office:
Masters Office Kimberly Ref No: NCGI 9/No (X2 Posts)

Family Advocate Kimberly Ref No: NCGI 10/No (X1 Post)
Family Advocate Upington Ref No: NCGI 11/No (X1 Post)

REQUIREMENTS : National Diploma or Degree in Management assistant, Public Management, Public Administration, Business Management, Administration and Office Administration.

ENQUIRIES : Mr. R Muller Tel No: (053) 802 1317(27) or Mr J Tope Tel No: (053) 802 1317(66)

POST 46/148 : **GRADUATE INTERNSHIP – INFORMATION TECHNOLOGY (COURT OPERATIONS) REF NO: NCGI 14/ NO (X1 POST)**
(Duration: 24 Months)

STIPEND : R6175 per month
CENTRE : Northern Cape Provincial office
REQUIREMENTS : National Diploma or Degree in Information Technology.
ENQUIRIES : Mr. R Muller Tel No: (053) 802 1317(27) or Mr J Tope Tel No: (053) 802 1317(66)

POST 46/149 : **GRADUATE INTERNSHIP – SOCIAL WORK FAMILY ADVOCATE KIMBERLY – REF NO: NCGI 15/NO (X1 POST)**
(Duration: 24 Months)

STIPEND : R6175 per month
CENTRE : Northern Cape Provincial office
REQUIREMENTS : Degree in Social Work.
ENQUIRIES : Mr. R Muller Tel No: (053) 802 1317(27) or Mr J Tope Tel No: (053) 802 1317(66)

POST 46/150 : **GRADUATE INTERNSHIP – COURT ADMINISTRATION**
(Duration: 24 Months)

STIPEND : R6175.per month
CENTRE : Limpopo Natal Provincial office
Mokopane Ref No: LIMGI 1/ No (X1 Post)
LC Polokwane Ref No: LIMGI 2/ No (X1 Post)
LC Lephalale Ref No: LIMGI /3 No (X2 Posts)

REQUIREMENTS : Bachelor of Laws (LLB), Legal Law or Paralegal.
ENQUIRIES : Ms Mongalo MP Tel No: (015) 287 2037, Ms Lamola V Tel No: (015) 287 2035, Ms Manyaja M Tel No: (015) 287 2026, Mr Mongwe PM Tel No: (015) 287 2034 or Mathosa M Tel No: (015) 287 2147

POST 46/151 : **GRADUATE INTERNSHIP – LEGAL SERVICES**
(Duration: 24 Months)

STIPEND : R6175 per month
CENTRE : Limpopo Provincial office
LC Dzanani Ref No: LIMGI 4/ No (X1 Post)
Malamulele Ref No: LIMGI 5/ No (X1 Post)
LC Tshilwavirusiku Ref No: LIMGI 6/ No (X1 Post)
LC Tzaneen Ref No: LIMGI 7/ No (X1 Post)
Vuwani Ref No: LIMGI 8/ No (X1 Post)
LC Modimolle Ref No: LIMGI 9/ No (X2 Posts)
Ga Kgapane Ref No: LIMGI 10/ No (X1 Post)
LC Phalala Ref No: LIMGI 11/ No (X1 Post)
Thohoyandou Ref No: LIMGI 12/ No (X2 Posts)
LC Mutale Ref No: LIMGI 13/ No (X1 Post)
Family Advocate Polokwane Ref No: LIMGI 14/ No (X1 Post)
Masters Office Polokwane Ref No: LIMGI 15/ No (X1 Post)
Masters Office Thohoyandou Ref No: LIMGI 16/ No (X1 Post)

REQUIREMENTS : Bachelor of Laws (LLB)/Paralegal.
ENQUIRIES : Ms Mongalo MP Tel No: (015) 287 2037, Ms Lamola V Tel No: (015) 287 2035, Ms Manyaja M Tel No: (015) 287 2026, Mr Mongwe PM Tel No: (015) 287 2034 or Mathosa M Tel No: (015) 287 2147

- POST 46/152** : **GRADUATE INTERNSHIP – SOCIAL WORKER**
(Duration: 24 Months)
- STIPEND CENTRE** : R6175 per month
: Limpopo Provincial office
Family Advocate Polokwane Ref No: LIMGI 17/ No (X1 Post)
Family Advocate Sibasa Ref No: LIMGI 18/ No (X1 Post)
- REQUIREMENTS ENQUIRIES** : Degree in Social Work.
: Ms Mongalo MP Tel No: (015) 287 2037, Ms Lamola V Tel No: (015) 287 2035,
Ms Manyaja M Tel No: (015) 287 2026, Mr Mongwe PM Tel No: (015) 287 2034
or Mathosa M Tel No: (015) 287 2147
- POST 46/153** : **GRADUATE INTERNSHIP – ADMINISTRATION**
(Duration: 24 Months)
- STIPEND CENTRE** : R6175 per month
: Limpopo Provincial office
LC Giyani Ref No: LIMGI 19/ No (X1 Post)
Morebeng Ref No: LIMGI 20/ No (X1 Post)
Masters Office Polokwane Ref No: LIMGI 21/ No (X2 Posts)
Masters Office Thohoyandou Ref No: LIMGI 22/ No (X2 Posts)
State Attorney Polokwane Ref No: LIMGI 23/ No (X1 Post)
State Attorney Thohoyandou Ref No: LIMGI 24/ No (X1 Post)
- REQUIREMENTS ENQUIRIES** : National Diploma or Degree in Management assistant, Public Management,
Public Administration, Business Management, Administration and Office
Administration.
: Ms Mongalo MP Tel No: (015) 287 2037, Ms Lamola V Tel No: (015) 287 2035,
Ms Manyaja M Tel No: (015) 287 2026, Mr Mongwe PM Tel No: (015) 287 2034
or Mathosa M Tel No: (015) 287 2147
- POST 46/154** : **GRADUATE INTERNSHIP – FINANCE REF NO: KZNGI 35/ NO (X2 POSTS)**
(Duration: 24 Months)
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R6175 per month
: KwaZulu-Natal Provincial office
: National Diploma in Financial Management or Accounting.
: Ms Naicker R Tel No: (031) 372 3082 or Zulu Mondli Tel No: (031) 372 3077
and Mtolo Mduduzi Tel No: (031) 372 3076
- POST 46/155** : **GRADUATE INTERNSHIP – PARALEGAL**
(Duration: 24 Months)
- STIPEND CENTRE** : R6175 per month
: North West Provincial office:
Potchefstroom Magistrate Office Ref No: NWGI 1/ No (X1 Post)
Klerksdorp Magistrate Office Ref No: NWGI 2/ No (X1 Post)
Bafokeng Magistrate Office Ref No: NWGI 3/ No (X1 Post)
Vryburg Magistrate Office Ref No: NWGI 4/ No (X1 Post)
Christiana Magistrate Office Ref No: NWGI 5/ No (X1 Post)
Swartruggens Magistrate Office Ref No: NWGI 6/ No (X1 Post)
Ganyesa Magistrate Office Ref No: NWGI 7/ No (X1 Post)
- REQUIREMENTS ENQUIRIES** : National Diploma or Degree in Paralegal, Legal Assistant, Bachelor of Laws
(LLB).
: Ms Tshegetso G Tel No: (018) 397 7070 or Mr Bothole T Tel No: (018) 397
7111
- POST 46/156** : **GRADUATE INTERNSHIP – LEGAL SERVICES**
(Duration: 24 Months)
- STIPEND CENTRE** : R6175 per month
: North West Provincial office:
Masters Office Mafikeng Ref No: NWGI 8/ No (X2 Posts)
Family Advocate Mafikeng (Mmabatho) – Ref: NWGI 9/ No (X1 Post)
- REQUIREMENTS ENQUIRIES** : Bachelor of Laws (LLB)/Paralegal
: Ms Tshegetso G Tel No: (018) 397 7070 or Mr Bothole T Tel No: (018) 397
7111

- POST 46/157** : **GRADUATE INTERNSHIP – SOCIAL WORK REF NO: NWGI 10/ NO (X1 POST)**
(Duration: 24 Months)
- STIPEND** : R6175 per month
CENTRE : North West Provincial office Family Advocate Mafikeng (Mmabatho)
REQUIREMENTS : Degree in Social Work.
ENQUIRIES : Ms Tshegetso G Tel No: (018) 397 7070 or Mr Bothole T Tel No: (018) 397 7111
- POST 46/158** : **GRADUATE INTERNSHIP – ADMINISTRATION**
(Duration: 24 Months)
- STIPEND** : R6175 per month
CENTRE : North West Provincial office:
Family Advocate Mafikeng (Mmabatho) – Ref No: NWGI 11/ No (X1 Post)
Masters Office Mafikeng – Ref No: NWGI 12/ No (X1 Post)
State Attorney Mmabatho – Ref No: NWGI 13/ No (X1 Post)
- REQUIREMENTS** : National Diploma or Degree in Management assistant, Public Management, Public Administration, Business Management, Administration and Office Administration.
- ENQUIRIES** : Ms Tshegetso G Tel No: (018) 397 7070 or Mr Bothole T Tel No: (018) 397 7111
- POST 46/159** : **GRADUATE INTERNSHIP – HANDYMAN/ARTISAN**
(Duration: 24 Months)
- STIPEND** : R6175 per month
CENTRE : North West Provincial office:
Taung Magistrate Office – Ref No: NWGI 14/ No (X1 Post)
Potchefstroom Magistrate Office – Ref No: NWGI 15/ No (X1 Post)
Rustenburg Magistrate Office – Ref No: NWGI 16/ No (X1 Post)
Mmabatho Magistrate Office – Ref No: NWGI 17/ No (X1 Post)
- REQUIREMENTS** : National Diploma or Degree in Building/ Electrical or Mechanical with Trade Test and Drivers Licence.
- ENQUIRIES** : Ms Tshegetso G Tel No: (018) 397 7070 or Mr Bothole T Tel No: (018) 397 7111
- POST 46/160** : **GRADUATE INTERNSHIP – ADMINISTRATION**
(Duration: 24 Months)
- STIPEND** : R6175 per month
CENTRE : Western Cape Provincial office:
Atlantis – Ref No: WCGI 1/ No (X1 Post)
Bellville – Ref No: WCGI 2/ No (X1 Post)
Bluedowns – Ref No: WCGI 3/ No (X1 Post)
Cape Town – Ref No: WCGI 4/ No (X2 Posts)
George – Ref No: WCGI 5/ No (X1 Post)
Mosselbay – Ref No: WCGI 6/ No (X1 Post)
Khayelitsha – Ref No: WCGI 7/ No (X1 Post)
Mitchells Plain – Ref No: WCGI 8/ No (X1 Post)
Oudtshoorn – Ref No: WCGI 9/ No (X1 Post)
Beaufort West – Ref No: WCGI 10/ No (X1 Post)
Paarl – Ref No: WCGI 11/ No (X1 Post)
Somerset West (Hermanus) – Ref No: WCGI 12/ No (X1 Post)
Vredendal – Ref No: WCGI 13/ No (X1 Post)
Clan William – Ref No: WCGI 14/ No (X1 Post)
Worcester – Ref No: WCGI 15/ No (X1 Post)
Stellenbosch – Ref No: WCGI 16/ No (X1 Post)
Wynberg – Ref No: WCGI 17/ No (X1 Post)
Simonstown – Ref No: WCGI 18/ No (X1 Post)
Masters Office Cape Town – Ref No: WCGI 19/ No (X1 Post)
State Attorney Cape Town – Ref No: WCGI 20/ No (X1 Post)
Family Advocate Cape Town – Ref No: WCGI 21/ No (X1 Post)
Family Advocate Worcester – Ref No: WCGI 22/ No (X1 Post)

- REQUIREMENTS** : National Diploma or Degree in Management assistant, Public Management, Public Administration, Business Management, Administration and Office Administration.
- ENQUIRIES** : Ms L Keyster Tel No: (021) 462 5471 or Ms R Hendricks Tel No: (021) 462 5471
- POST 46/161** : **GRADUATE INTERNSHIP – LEGAL SERVICES**
(Duration: 24 Months)
- STIPEND CENTRE** : R6175 per month
Western Cape Provincial office:
Family Advocate George – Ref No: WCGI 23/ No (X1 Post)
Family Advocate Mitchells Plain – Ref: WCGI 24/ No (X1 Post)
Masters Office Cape Town – Ref No: WCGI 25/No (X2 Posts)
- REQUIREMENTS** : Bachelor of Laws (LLB)/Paralegal.
- ENQUIRIES** : Ms L Keyster Tel No: (021) 462 5471 or Ms R Hendricks Tel No: (021) 462 5471
- POST 46/162** : **GRADUATE INTERNSHIP – ADMINISTRATION**
(Duration: 24 Months)
- STIPEND CENTRE** : R6175 per month
Eastern Cape Provincial office:
Mount Frere Magistrate Office – Ref No ECGI 1/ No (X3 Posts)
Butterworth Magistrate Office – Ref No ECGI 2/ No (X1 Post)
Cathcart Magistrate Office – Ref No ECGI 3/ No (X1 Post)
Elliotdale Magistrate Office – Ref No ECGI 4/ No (X1 Post)
East London Magistrate Office – Ref No ECGI 5/ No (X1 Post)
Zwelitsha Magistrate Office – Ref No ECGI 6/ No (X1 Post)
Mdantsane Magistrate Office – Ref No ECGI 7/ No (X1 Post)
Queenstown Magistrate Office – Ref No ECGI 8/ No (X3 Posts)
Sterkspruit Magistrate Office – Ref No ECGI 9/ No (X1 Post)
Mount Fletcher Magistrate Office– Ref No ECGI 10/ No (X1 Post)
Aliwal North Magistrate Office – Ref No ECGI 11/ No (X1 Post)
New Law Court Magistrate Office – Ref No ECGI 12/ No (X1 Post)
Kariega Magistrate Office – Ref No ECGI 13/ No (X1 Post)
New Brighton Magistrate Office – Ref No ECGI 14/ No (X1 Post)
Mthatha Magistrate Office – Ref No ECGI 15/ No (X1 Post)
Lusikisiki Magistrate Office – Ref No ECGI 16/ No (X1 Post)
Mqanduli Magistrate Office – Ref No ECGI 17/ No (X1 Post)
Grahamstown Magistrate Office – Ref No ECGI 18/ No (X1 Post)
Humansdorp Magistrate Office – Ref No ECGI 19/ No (X1 Post)
Alexandria Magistrate Office – Ref No ECGI 20/ No (X1 Post)
Family Advocate Graaff-Reinet – Ref No ECGI 21/ No (X1 Post)
State Attorney East London – ECGI 22/ No (X1 Post)
State Attorney Port Elizabeth – Ref No ECGI 23/ No (X1 Post)
State Attorney Mthatha – Ref No ECGI 24/ No (X1 Post)
Masters Office Port Elizabeth – Ref No ECGI 25/ No (X2 Posts)
Masters Office Mthatha – Ref No ECGI 26/ No (1 Post)
Masters Office Bisho – Ref No ECGI 27/ No (1 Post)
Masters Office Grahamstown – Ref No ECGI 28/ No (X1 Post)
Provincial Office (Court Operations) – Ref No ECGI 29/ No (X1 Post)
- REQUIREMENTS** : National Diploma or Degree in Management assistant, Public Management, Public Administration, Business Management, Administration and Office Administration.
- ENQUIRIES** : Ms L Keyster Tel No: (021) 462 5471 or Ms R Hendricks Tel No: (021) 462 5471
- POST 46/163** : **GRADUATE INTERNSHIP – HUMAN RESOURCE MANAGEMENT REF NO: ECGI 30/ NO (X1 POST)**
(Duration: 24 Months)
- STIPEND CENTRE** : R6175 per month
Eastern Cape Provincial office
- REQUIREMENTS** : National Diploma or Degree in Human Resource Management, Human Resource Development or Industrial Psychology.

ENQUIRIES : Dr M Feni Tel No: (043) 702 7029 Ms. N Dyani Tel No: (043) 702 7009 Mr L Qayi Tel No: (043) 702 7003 or Mr P Hattingh Tel No: (043) 702 7000

POST 46/164 : **GRADUATE INTERNSHIP – FINANCE REF NO: ECGI 31/ NO (X1 POST)**
(Duration: 24 Months)

STIPEND : R6175 per month
CENTRE : Eastern Cape Provincial office
REQUIREMENTS : National Diploma in Financial Management or Accounting.
ENQUIRIES : Dr M Feni Tel No: (043) 702 7029 Ms. N Dyani Tel No: (043) 702 7009 Mr L Qayi Tel No: (043) 702 7003 or Mr P Hattingh Tel No: (043) 702 7000

POST 46/165 : **TVET INTERNSHIP – ADMINISTRATION**
(Duration: 24 Months)

STIPEND : R5142.40 per month
CENTRE : Gauteng Provincial Office:
 Krugersdorp – Ref No: GPGI 1/ No (X1 Post)
 Oberholzer – Ref No: GPTVET 2/ No (X1 Post)
 Sebokeng – Ref No: GPTVET 3/ No (X1 Post)
 Vereeniging – Ref No: GPTVET 4/ No (X1 Post)
 Protea – Ref No: GPTVET 5/ No (X1 Post)
 Kliptown – Ref No: GPTVET 6/ No (X1 Post)
 Orlando – Ref No: GPTVET 7/ No (X1 Post)
 Meadowlands – Ref No: GPTVET 8/ No (X1 Post)
 Lenasia – Ref No: GPTVET 9/ No (X1 Post)
 Boksburg – Ref No: GPTVET 10/ No (X1 Post)
 Pretoria – Ref No: GPTVET 11/ No (X1 Post)
 Mamelodi – Ref No: GPTVET 12/ No (X1 Post)
 Brixton – Ref No: GPGI 13/ No (1 Post)
 Hillbrow – Ref No: GPGI 14/ No (X1 Post)
 Jeppe – Ref No: GPGI 15/ No (X1 Post)
 Johannesburg – Ref No: GPTVET 16/ No (X1 Post)
 Civil Provincial – Ref No: GPTVET 17/ No (X1 Post)
 Newlands – Ref No: GPTVET 18/ No (X1 Post)
 Court Operations – Ref: GPGI 19/ No (X3 Posts)

REQUIREMENTS : N6 in Management assistant, Public Management, Public Administration, Business Management.

ENQUIRIES : Ms. Samantha Fisher Tel No: (012) 315 4843 or Mr. Tokelo Moja Tel No: (012) 315 4847

POST 46/166 : **TVET INTERNSHIP – HUMAN RESOURCE MANAGEMENT REF NO: GPTVET 20/ NO (X5 POSTS)**
(Duration: 24 Months)

STIPEND : R5142. 40 per month
CENTRE : Gauteng Provincial Office
REQUIREMENTS : N6 in Human Resource Management.
ENQUIRIES : Ms Rachel Moabelo Tel No: (011) 332 9019

POST 46/167 : **TVET INTERNSHIP – FINANCE REF NO: GPTVET 21/ NO (X5 POSTS)**
(Duration: 24 Months)

STIPEND : R5142.40 per month
CENTRE : Gauteng Provincial Office
REQUIREMENTS : N6 in Financial Management or Accounting.
ENQUIRIES : Ms Rachel Moabelo Tel No: (011) 332 9019

POST 46/168 : **TVET INTERNSHIP – ADMINISTRATION**
(Duration: 24 Months)

STIPEND : R5142.40 per month
CENTRE : Mpumalanga Provincial Office:
 eMalahleni Court – Ref No: MPTVET 1/ No (X1 Post)
 Mbombela Court – Ref No: MPTVET 2/ No (X1 Post)
 Middelburg – Ref No: MPTVET 3/ No (X1 Post)

REQUIREMENTS : N6 in Management assistant, Public Management, Public Administration, Business Management.

ENQUIRIES : Ms KN Zwane Tel No: (013) 753 9367 or Ms Sedibe E Tel No: (013) 753 9370

POST 46/169 : **TVET INTERNSHIP – HUMAN RESOURCE MANAGEMENT REF NO: MPTVET 4/ NO (X5 POSTS)**
(Duration: 24 Months)

STIPEND : R5142.40 per month
CENTRE : Mpumalanga Provincial Office
REQUIREMENTS : N6 in Human Resource Management
ENQUIRIES : Ms KN Zwane Tel No: (013) 753 9367 or Ms Sedibe E Tel No: (013) 753 9370

POST 46/170 : **TVET INTERNSHIP – FINANCE REF NO: MPTVET 5/ NO (X5 POSTS)**
(Duration: 24 Months)

STIPEND : R5142.40 per month
CENTRE : Mpumalanga Provincial Office
REQUIREMENTS : N6 in Financial Management or Accounting
ENQUIRIES : Ms KN Zwane Tel No: (013) 753 9367 or Ms Sedibe E Tel No: (013) 753 9370

POST 46/171 : **TVET INTERNSHIP – ADMINISTRATION**
(Duration: 24 Months)

STIPEND : R5142.40 per month
CENTRE : Kwa-Zulu Natal Provincial Office:
Provincial Office – Ref No: KZNTVET 1/ No (X1 Post)
Howick– Ref No: KZNTVET 2/ No (X1 Post)
Estcourt – Ref No: KZNTVET 3/ No (X1 Post)
Colenso – Ref No: KZNTVET 4/ No (X1 Post)
Ezakheni – Ref No: KZNTVET 5/ No (X1 Post)
Ekuvukeni – Ref No: KZNTVET 6/ No (X1 Post)
Chatsworth – Ref No: KZNTVET 7/ No (X1 Post)
Madadeni – Ref No: KZNTVET 8/ No (X1 Post)
Emadlangeni – Ref No: KZNTTVET 9/ No (X1 Post)
Newcastle – Ref No: KZNTTVET 10/ No (X1 Post)
Kranskop – Ref No: KZNTVET 11/ No (X1 Post)
Glencoe – Ref No: KZNTVET 12/ No (X1 Post)
Ngwelezane – Ref No: KZNTVET 13/ No (X1 Post)
Nkandla – Ref No: KZNTVET 14/ No (X1 Post)
Inkanyezi – Ref No: KZNTVET 15/ No (X1 Post)
Magudu – Ref No: KZNTVET 16/ No (X1 Post)
Nongoma – Ref No: KZNTVET 17/ No (X1 Post)
Mahlabathini – Ref No: KZNTVET 18/ No (X1 Post)
KwaMaphumulo – Ref No KZNTVET 19/ No (X1 Post)
Ndwedwe – Ref No: KZNTVET 20/ No (X1 Post)
KwaMsane – Ref No: KZNTVET 21/ No (X1 Post)
Hlabisa – Ref No KZNTVET 22/ No (X1 Post)
Mtubatuba – Ref No: KZNTVET 23/ No (X1 Post)
Ingwavuma – Ref No: KZNTVET 24/ No (X1 Post)

REQUIREMENTS : N6 in Management assistant, Public Management, Public Administration, Business Management.

ENQUIRIES : Ms Naicker R Tel No: (031) 372 3082 or Zulu Mondli Tel No: (031) 372 3077 and Mtolo Mduduzi Tel No: (031) 372 3076

POST 46/172 : **TVET INTERNSHIP – HUMAN RESOURCE MANAGEMENT REF NO: KZNTVET 25/ NO (X2 POSTS)**
(Duration: 24 Months)

STIPEND : R5142.40 per month
CENTRE : KwaZulu Natal Provincial Office
REQUIREMENTS : N6 in Human Resource Management
ENQUIRIES : Ms Naicker R Tel No: (031) 372 3082 or Zulu Mondli Tel No: (031) 372 3077 and Mtolo Mduduzi Tel No: (031) 372 3076

POST 46/173 : **TVET INTERNSHIP – FINANCE REF NO: KZNTVET 26/ NO (X2 POSTS)**
(Duration: 24 Months)

STIPEND : R5142.40 per month
CENTRE : KwaZulu-Natal Provincial Office
REQUIREMENTS : N6 in Financial Management or Accounting
ENQUIRIES : Ms Naicker R Tel No: (031) 372 3082 or Zulu Mondli Tel No: (031) 372 3077
and Mtolo Mduduzi Tel No: (031) 372 3076

POST 46/174 : **TVET INTERNSHIP – ADMINISTRATION**
(Duration: 24 Months)

STIPEND : R5142.40 per month
CENTRE : Northern Cape Provincial office
Olifantshoek – Ref No: NCTVET 1/ No (X1 Post)
Warrenton – Ref No: NCTVET 2/ No (X1 Post)
Port Nolloth – Ref No: NCTVET 3/ No (X1 Post)
Colesberg – Ref No: NCTVET 4/ No (X1 Post)
Kimberly – Ref No: NCTVET 5/ No (X1 Post)

REQUIREMENTS : N6 in Management assistant, Public Management, Public Administration,
Business Management.

ENQUIRIES : Mr. R Muller Tel No: (053) 802 1317(27) or Mr J Tope Tel No: (053) 802
1317(66)

POST 46/175 : **TVET INTERNSHIP – FINANCE**
(Duration: 24 Months)

STIPEND : R5142.40 per month
CENTRE : Northern Cape Provincial office:
Kathu – Ref No: NCTVET 6/ No (X1 Post)
Provincial Office (R/O) – Ref No: NCTVET 7/ No (X1 Post)

REQUIREMENTS : N6 in Financial Management or Accounting (NB: with Driver's licence for
Regional Office)

ENQUIRIES : Mr. R Muller Tel No: (053) 802 1317(27) or Mr J Tope Tel No: (053) 802
1317(66)

POST 46/176 : **TVET INTERNSHIP – HUMAN RESOURCE MANAGEMENT REF NO:
NCTVET 8/ NO (X1 POST)**
(Duration: 24 Months)

STIPEND : R5142.40 per month
CENTRE : Northern Cape Provincial office
REQUIREMENTS : N6 in Human Resource Management, Human Resource Development or
Industrial Psychology (with driver's license)

ENQUIRIES : Mr. R Muller Tel No: (053) 802 1317(27) or Mr J Tope Tel No: (053) 802
1317(66)

POST 46/177 : **TVET INTERNSHIP – LANGUAGE PRACTICE**
(Duration: 24 Months)

STIPEND : R5142.40 per month
CENTRE : Free State Provincial office
Welkom– Ref No: FSTVET 1/No (X2 Posts)
Bethlehem Ref No: FSTVET 2/No (X2 Posts)

REQUIREMENTS : N6 in Language Practice
ENQUIRIES : Ms Letsela D Tel No: (051) 407 1831

POST 46/178 : **TVET INTERNSHIP – HUMAN RESOURCE MANAGEMENT REF NO:
FSTVET 3/NO (X3 POSTS)**
(Duration: 24 Months)

STIPEND : R5142. 40 per month
CENTRE : Free State Provincial office
REQUIREMENTS : N6 in Human Resource Management
ENQUIRIES : Ms Letsela D Tel No: (051) 407 1831

- POST 46/179** : **TVET INTERNSHIP – FINANCE – REF NO: FSTVET 4/NO (X3 POSTS)**
(Duration: 24 Months)
- STIPEND** : R5142.40 per month
CENTRE : Free State Provincial office
REQUIREMENTS : N6 in Financial Management, Financial Administration or Accounting
ENQUIRIES : Ms Letsela D Tel No: (051) 407 1831
- POST 46/180** : **TVET INTERNSHIP – ADMINISTRATION**
(Duration: 24 Months)
- STIPEND** : R5142.40 per month
CENTRE : Free State Provincial office:
Kroonstad Magistrate Court – Ref No: FSTVET 5/No (X1 Post)
Phuthaditjhaba Magistrate Court – Ref No: FSTVET 6/No (X1 Post)
Bethlehem Magistrate Court – Ref No: FSTVET 7/No (X1 Post)
Botshabelo Magistrate Court– Ref No: FSTVET 8/No (X1 Post)
- REQUIREMENTS** : N6 in Management assistant, Public Management, Public Administration, Business Management.
- ENQUIRIES** : Ms Letsela D Tel No: (051) 407 1831
- POST 46/181** : **TVET INTERNSHIP – ADMINISTRATION**
(Duration: 24 Months)
- STIPEND** : R5142.40 per month
CENTRE : Limpopo Provincial Office:
LC Dzanani – Ref No: LIMTVET 1/ No (X1 Post)
LC Tshilwavhusiku – Ref No: LIMTVET 2/ No (X1 Post)
LC Sekhukhune – Ref No: LIMTVET 3/ No (X1 Post)
LC Tzaneen – Ref No: LIMTVET 4/ No (X1 Post)
Vuwani – Ref No: LIMTVET 5/ No (X1 Post)
Namakgale – Ref No: LIMTVET 6/ No (X1 Post)
LC Giyani – Ref No: LIMTVET 7/ No (X1 Post)
Northam – Ref No: LIMGI 8/ No (X1 Post)
LC Polokwane – Ref No: LIMTVET 9/ No (X1 Post)
LC Mutale – Ref No: LIMTVET 10/ No (X1 Post)
- REQUIREMENTS** : N6 in Management assistant, Public Management, Public Administration, Business Management.
- ENQUIRIES** : Ms Mongalo MP Tel No: (015) 287 2037, Ms Lamola V (Tel No: 015) 287 2035, Ms Manyaja M Tel No: (015) 287 2026, Mr Mongwe PM Tel No: (015) 287 2034 or Mathosa M Tel No: (015) 287 2147
- POST 46/182** : **TVET INTERNSHIP – FINANCE**
(Duration: 24 Months)
- STIPEND** : R5142.40 per month
CENTRE : Limpopo Provincial Office
Malamulele – Ref No: LIMTVET 11/ No (X1 Post)
Vuwani – Ref No: LIMTVET 12/ No (X1 Post)
Northam – Ref No: LIMTVET 13/ No (X1 Post)
Ga Kgapane – Ref No: LIMTVET 14/ No (X1 Post)
LC Phalala – Ref No: LIMTVET 15/ No (X1 Post)
Morebeng – Ref No: LIMTVET 16/ No (X1 Post)
LC Lephallale – Ref No: LIMTVET 17/ No (X1 Post)
- REQUIREMENTS** : N6 in Financial Management or Accounting
- ENQUIRIES** : Ms Mongalo MP Tel No: (015) 287 2037, Ms Lamola V Tel No: 015) 287 2035, Ms Manyaja M Tel No: (015) 287 2026, Mr Mongwe PM Tel No: (015) 287 2034 or Mathosa M Tel No: (015) 287 2147
- POST 46/183** : **TVET INTERNSHIP – ADMINISTRATION**
(Duration: 24 Months)
- STIPEND** : R5142.40 per month
CENTRE : North West Provincial office:
Bloemhof Magistrate Office – Ref No: NWTVET 1/ No (X2 Posts)
Wolmaranstad Magistrate Office – Ref No: NWTVET 2/ No (X1 Post)
Zeerust Magistrate Office – Ref No: NWTVET 3/ No (X1 Post)

		Christiana Magistrate Office – Ref No: NWTVET 4/ No (X1 Post)
		Koster Magistrate Office – Ref No: NWTVET 5/ No (X1 Posts)
		Schweizer-Reneke Magistrate Office – Ref No: NWTVET 6/ No (X1 Post)
		Kgomotso Magistrate Office – Ref No: NWTVET 7/ No (X1 Post)
		Delareyville Magistrate Office – Ref No: NWTVET 8/ No (X1 Post)
		Provincial Office – Ref No: NWTVET 9/ No (X3 Posts)
<u>REQUIREMENTS</u>	:	N6 in Management assistant, Public Management, Public Administration, Business Management.
<u>ENQUIRIES</u>	:	Ms Tshegetso G Tel No: (018) 397 7070 or Mr Bothole T Tel No: (018) 397 7111
<u>POST 46/184</u>	:	<u>TVET INTERNSHIP – HUMAN RESOURCE MANAGEMENT REF NO: NWTVET 10/ NO (X1 POST)</u> Duration: 24 Months
<u>STIPEND</u>	:	R5142.40 per month
<u>CENTRE</u>	:	North West Provincial office
<u>REQUIREMENTS</u>	:	N6 in Human Resource Management
<u>ENQUIRIES</u>	:	Ms Tshegetso G Tel No: (018) 397 7070 or Mr Bothole T Tel No: (018) 397 7111
<u>POST 46/185</u>	:	<u>TVET INTERNSHIP – FINANCE REF: NWTVET 11/ NO (X2 POSTS)</u> (Duration: 24 Months)
<u>STIPEND</u>	:	R5142.40 per month
<u>CENTRE</u>	:	North West Provincial office
<u>REQUIREMENTS</u>	:	N6 in Financial Management or Accounting
<u>ENQUIRIES</u>	:	Ms Tshegetso G Tel No: (018) 397 7070 or Mr Bothole T Tel No: (018) 397 7111
<u>POST 46/186</u>	:	<u>TVET INTERNSHIP – ADMINISTRATION</u> (Duration: 24 Months)
<u>STIPEND</u>	:	R5142.40 per month
<u>CENTRE</u>	:	Western Cape Provincial office: Laaiplek – Ref No: WCTVET 1/ No (X1 Post) Vredenburg – Ref No: WCTVET 2/ No (X1 Post) Bellville – Ref No: WCTVET 3/ No (X1 Post) Kuilsvier – Ref No: WCTVET 4/ No (X1 Post) Cape Town – Ref No: WCTVET 5/ No (X2 Posts) Knysna – Ref No: WCTVET 6/ No (X1 Post) Plettenberg Bay – Ref No: WCTVET 7/ No (X1 Post) Khayelitsha – Ref No: WCTVET 8/ No (X1 Post) Mitchells Plain – Ref No: WCTVET 9/ No (X1 Post) Oudtshoorn – Ref No: WCTVET 10/ No (X1 Post) Beaufort West – Ref No: WCTVET 11/ No (X1 Post) Paarl – Ref No: WCTVET 12/ No (X1 Post) Caledon – Ref No: WCTVET 13/ No (X1 Post) Bredasdorp – Ref No: WCTVET 14/ No (X1 Post) Piketberg – Ref No: WCTVET 15/ No (X1 Post) Ceres – Ref No: WCTVET 16/ No (X1 Post) Wellington – Ref No: WCTVET 17/ No (X1 Post) Athlone – Ref No: WCTVET 18/ No (X1 Post) Phillipi – Ref No: WCTVET 19/ No (X1 Post)
<u>REQUIREMENTS</u>	:	N6 in Management Assistant, Public Management, Public Administration, Business Management.
<u>ENQUIRIES</u>	:	Ms L Keyster Tel No: (021) 462 5471 or Ms R Hendricks Tel No: (021) 462 5471
<u>POST 46/187</u>	:	<u>TVET INTERNSHIP – ADMINISTRATION</u> (Duration: 24 Months)
<u>STIPEND</u>	:	R5142.40 per month
<u>CENTRE</u>	:	Eastern Cape Provincial office: Mount Ayliff Magistrate Office – Ref No: ECTVET 1/ No (X1 Post) Matatiele – Ref No: ECTVET 2/ No (X2 Posts) Bedford Magistrate Office – Ref No: ECTVET 3/ No (X1 Post)

Komga Magistrate Office – Ref No: ECTVET 4/ No (X1 Post)
 Willowvale Magistrate Office – Ref No: ECTVET 5/ No (X1 Post)
 Mdantsane Magistrate Office – Ref No: ECTVET 6/ No (X1 Post)
 King Williams Town Magistrate Office – Ref No: ECTVET 7/ No (X1 Post)
 Whittlesea Magistrate Office – Ref No: ECTVET 8/ No (X1 Post)
 Engcobo Magistrate Office – Ref No: ECTVET 9/ No (X1 Post)
 Molteno Magistrate Office – Ref No: ECTVET 10/ No (X1 Post)
 Steynsburg Magistrate Office – Ref No: ECTVET 11/ No (X1 Post)
 Lady Grey Magistrate Office – Ref No: ECTVET 12/ No (X1 Post)
 Burgersdorp Magistrate Office – Ref No: ECTVET 13/ No (X1 Post)
 Motherwell Magistrate Office – Ref No: ECTVET 14/ No (X1 Post)
 KwaNobuhle Magistrate Office – Ref No: ECTVET 15/ No (X1 Post)
 Tsolo Magistrate Office – Ref No: ECTVET 16/ No (X1 Post)
 Libode Magistrate Office – Ref No: ECTVET 17/ No (X1 Post)
 Ngqeleni Magistrate Office – Ref No: ECTVET 18/ No (X1 Post)
 Graaff-Reinet Magistrate Office – Ref No: ECTVET 19/ No (X1 Post)
 Kirkwood Magistrate Office – Ref No: ECTVET 20/ No (X1 Post)
 Port Alfred Magistrate Office – Ref No: ECTVET 21/ No (X1 Post)
 East London Magistrate Office – Ref No: ECTVET 22/ No (X2 Posts)

- REQUIREMENTS** : N6 in Management assistant, Public Management, Public Administration, Business Management.
- ENQUIRIES** : Dr M Feni Tel No: (043) 702 7029 Ms. N Dyani Tel No: (043) 702 7009 Mr L Qayi Tel No: (043) 702 7003 or Mr P Hattingh Tel No: (043) 702 7000
- POST 46/188** : **TVET INTERNSHIP – ENGINEERING REF NO: ECTVET 23/ NO (X1 POST)**
 (Duration: 24 Months)
- STIPEND** : R5142.40 per month
CENTRE : Eastern Cape Provincial office
REQUIREMENTS : N6 in Plumbing
ENQUIRIES : Dr M Feni Tel No: (043) 702 7029 Ms. N Dyani Tel No: (043) 702 7009 Mr L Qayi Tel No: (043) 702 7003 or Mr P Hattingh Tel No: (043) 702 7000
- POST 46/189** : **TVET INTERNSHIP – ENGINEERING REF NO: ECTVET 24/ NO (X1 POST)**
 (Duration: 24 Months)
- STIPEND** : R5142 40 per month
CENTRE : Eastern Cape Provincial office
REQUIREMENTS : N6 in Electrical Low Current
ENQUIRIES : Dr M Feni Tel No: (043) 702 7029 Ms. N Dyani Tel No: (043) 702 7009 Mr L Qayi Tel No: (043) 702 7003 or Mr P Hattingh Tel No: (043) 702 7000
- POST 46/190** : **TVET INTERNSHIP – ENGINEERING COURT OPERATIONS REF NO: ECTVET 25/ NO X1**
 (Duration: 24 Months)
- STIPEND** : R5142.40 per month
CENTRE : Eastern Cape Provincial office
REQUIREMENTS : N6 in General Building & Maintenance
ENQUIRIES : Dr M Feni Tel No: (043) 702 7029 Ms. N Dyani Tel No: (043) 702 7009 Mr L Qayi Tel No: (043) 702 7003 or Mr P Hattingh Tel No: (043) 702 7000