

OFFICE OF THE CHIEF JUSTICE



- APPLICATIONS** : National Office (Midrand)/ Constitutional Court: Braamfontein/ Judicial Support Services: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Eastern Cape/ Port Elizabeth/ Bisho/ Umthatha/ East London/Makhanda:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- Free State/ Supreme Court of Appeal: Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Gauteng (Provincial Centre) /Land Claims Court (Randburg)/ Johannesburg High Court/ Pretoria High Court/ Labour and Labour Appeals Court:** Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Kwazulu-Natal/ Durban/ Pietermaritzburg/Durban/Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
- Limpopo/ Polokwane/ Thohoyandou:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- Mpumalanga/ Middelburg/ Nelspruit:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200
- Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.
- North West/ Mmabatho/ Mahikeng:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.
- Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town 17 February 2023
- CLOSING DATE** :
- NOTE** : The Office of the Chief Justice 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, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied

by a recent comprehensive CV ONLY; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted). All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

<u>POST 04/105</u>	:	<u>DEPUTY DIRECTOR: DESKTOP SUPPORT AND SERVICE MANAGER</u> <u>REF NO: 2023/21/OCJ</u>
<u>SALARY</u>	:	R766 584 – R903 006 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric and a three-year National Diploma in Computer Engineering, Information Technology or relevant qualification at NQF Level 6 (360 Credits) as recognised by SAQA; Valid Microsoft Certified System Administration or

Microsoft Certified Desktop Support Technician or Microsoft 365 Certified: Modern Desktop Administrator Associate or Equivalent; Valid ITIL Foundation Certificate; Valid Prince 2 or PMBOK certificate will be an added advantage; Minimum 6 years' experience in desktop support or related environment as an Assistant Director or equivalent; Minimum one (1) year experience in Project Management within the ICT environment will be an added advantage; Valid drivers license. Technical Knowledge/Competencies: Desktop and Systems support, ICT project management, ICT Change management; Experience in ICT Service Management environment, Experience in network and systems administration, Experience with DNS, DHCP, SQL, and WSUS, Experience with anti-virus and malware protection solutions, A strong focus on service delivery with a desire to innovate, improve process, support others, and share ideas, Knowledge of Public Service Regulations. Behavioural Competencies: Excellent interpersonal relations, Effective communications skills (written and verbal), Attention to details imperative, Excellent Problem-Solving skills, Ability to multi-task is essential, Time management and ability to work under pressure, Ability to adapt to change, Take accountability and ownership, Planning and Execution, Service Delivery Innovation, ITIL, Corporate Governance of ICT.

DUTIES : Provide IT Service Desk services and support to all users at OCJ, Provide support and management to the desktop support team of their duties daily and ensuring procedures and processes are adhered to, Management and deployment of ad-hoc projects within the Desktop Support environment which includes hardware and software releases, Provision of first- and second-line support of OCJ Business Applications and Local Area Network (LAN), Implementation and maintenance of end-point security solutions and software upgrades/ releases within the Desktop Support environment, Management of the Service Level Agreements (SLA's) and Operational Level Agreements (OLA's) for ICT environment with both internal and external stakeholders, Development and implementation of procedures and processes in line with standards for the ICT Desktop Support environment, Provide supervisory and coordination role to internal and external ICT Desktop Support environment, Coordinate and Manage end user devices lifecycle and technology refresh plans, Coordinate the Install, Move, Add, Change and Decommission (IMACD) services for all end user devices.

ENQUIRIES : Technical related enquiries: Mr T Ramatlapeng Tel No: 010 493 2500
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

POST 04/106 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: 2023/22/OCJ**

SALARY : R393 711 – R 463 764.per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
: Matric certificate and a National Diploma /Bachelor's Degree or relevant (Equivalent) qualification in Risk Management/ Internal Audit/commerce at NQF level 6 as recognised by SAQA. Three (3) years' experience in Enterprise Risk Management. Knowledge of Public Finance Management Act (PFMA). Public Sector Risk Management Framework, King Reports; Treasury Regulations; Public Service Act. Fraud and Corruption Legislative Framework, Compliance Management, Business Continuity Management. Member of IRMSA. No criminal records. A valid driver's licence. Skills and Competencies: Planning and organizing, Presentation and Communication, Client orientation and customer focus, results/quality management, Problem solving and analysis, Service delivery innovation. Knowledge of financial disclosure system (e- disclosure system) Operational knowledge of MS Office (Word, Excel and Outlook) and knowledge of CURA system and other risk software programs.

DUTIES : Assist in preparing, reviewing and capturing and updating the Draft Risk Management Policy, Risk Management Strategy and other Governance Risk Document and ensure that these documents are circulated and communicated to the entire organisation, Assist in coordinating the strategic Risk Assessment for the Department. Coordinate and facilitate the Risk Assessments for Directorates/Provinces, Facilitate the Compliance and BCM risk assessments, Monitor and report on the progress made by the Risk Owners quarterly, Embed Risk Management culture within the OCJ, Assist in the implementation of business continuity management processes to ensure that the culture of continuity is embedded across the OCJ. Supervise junior staff members and ensure that continuous professional development is encouraged and

- implemented. Assist in the administration of Risk Management governance Committees.
- ENQUIRIES** : Technical enquiries: Mr R Mabunda Tel No: (010) 493 2500/19
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 04/107** : **SENIOR ADMINISTRATIVE OFFICER: INTERGRITY AND ETHICS MANAGEMENT REF NO: 2023/23/OCJ**
- SALARY** : R331 188 – R390 711 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Matric certificate and National Diploma / Bachelor Degree or relevant qualification on NQF level 6 (360 Credits) as recognized by SAQA. Two (2) to three (3) years' experience in the integrity and Ethics or fraud prevention environment. Completion of online course on Ethics in the Public Service within one month of appointment is a must. Certified, as Ethics Officer is desirable but not a must requirement. Knowledge of e-disclosure system. A valid driver's licence. Knowledge of the Labour Relations, general public administration, Public Service regulations, Public Finance Management Act (PFMA), Public Service Act and Treasury Regulations, No criminal records. Skills and Competencies: Planning and organizing, Knowledge of relevant legislatures related to management of Ethics, Fraud and anti-corruption, Client orientation and customer focus, Results/quality management, Problem solving and analysis, Service delivery innovation, knowledge of operating financial disclosure system (e-disclosure system). Knowledge of MS Office (words and Excel and Outlook).
- DUTIES** : Coordinate the activities of integrity and Ethics Management. Facilitate and provide e- Disclosure support to the other categories of employees. Facilitate the process of the Remunerative Work outside the public service. Facilitate the acceptance of Gifts. Manage all Administrative requirements, reporting and records management subsection. Assist with the coordination of Ethics Committee meetings. Conduct awareness to all the OCJ employees.
- ENQUIRIES** : Technical enquiries: Mr R Mabunda Tel No: (010) 493 2506
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 04/108** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: 2023/24/OCJ**
(Contract and Payments)
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Matric certificate and a three year National Diploma/ Degree in Supply Chain Management or relevant (equivalent) qualification at NQF level 6 (360 Credits) as recognised by SAQA. Minimum of two (2) years working experience in Supply Chain Management. Knowledge of PFMA, BBB-EE Act, PPPFA and Treasury Regulations. In depth knowledge of procurement systems e.g. JYP, LOGIS and other systems. A valid driver's license will be added advantage.
- DUTIES** : Ensure the implementation of SCM policies and prescripts as received from National treasury. Assist in monitoring and administration of all contracts. Capturing of awarded contracts on National Treasury's contract registration application (CRA) or Database. Monitor and keep an update the contract register, deviation register and prepayment register. Assist the court, regional centres or provincial offices with loading of contract on the procurement system. Ensure that Purchase orders are issued to suppliers for all loaded contracts. Ensure timeous processing of invoices received from suppliers. Ensure payments of invoices are made within 30 days period. Ensure that payments are made to the correct supplier. Ensure that commitments are closed and make follow up on outstanding commitment. Assist the Deputy Director and Assistant Director with compiling and reporting on interim financial statement (IFS) and Annual financial statement (AFS) on monthly and quarterly basis. Ensure that Service Level Agreements (SLA's) are signed on time by the supplier and the end user. Ensure proper filling and safekeeping of documents (signed SLA and payment batches). Supervise subordinates (Clerks and Interns) to ensure compliance with SCM prescript and policies. Perform other duties that have been delegated by the supervisor.
- ENQUIRIES** : Technical enquiries: Ms E Chambers Tel No: (010) 493 2566
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

<u>POST 04/109</u>	:	<u>JUDGES SECRETARY REF NO: 2023/25/OCJ</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>	:	Constitutional Court: Braamfontein
	:	Matric with one (1) to three (3) years 'secretarial experience or as an office assistant in a legal environment. A valid license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an advantage. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English good communication skills (verbal and written) Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and a work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidential and time management. Computer literacy (MS Words) and research capabilities.
<u>DUTIES</u>	:	Typing (or Formatting) of draft memorandum decisions, opinions or judgement entries written by or assigned by the Judge. Provide general secretarial/ administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarise appointments, meeting and official visits and make travel and accommodation arrangements. Safeguarding of all case files and endorsement of case file with an order made by the Judge. Update files and documents and provide copies of documents to the Registrar. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgement.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms Zoleka Sondlo Tel No: 011 359 7590 HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
<u>POST 04/110</u>	:	<u>STATE ACCOUNTANT REF NO: 2023/26/OCJ</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>	:	Gauteng Division Johannesburg
	:	Matric with a three year National Diploma/Degree in Financial Management/ Accounting Commerce, Cost and Management and Accounting, Public Management or Business Administration, Logistics Management, Supply Chain Management or relevant qualification at NQF Level 6 (360 credits); A minimum of 05 years relevant experience in Financial environment; Knowledge of BAS,PFMA, DFI, JDAS, JYP and Transport Policies and PERSAL sound (proving Documents) job knowledge of financial management, supply chain and assets management and supervision of staff a valid driver's license will serve as added advantage.
<u>DUTIES</u>	:	Supervise the section and render financial accounting transactions, Control budget in accordance with budget reports, ensure payments within 30 days, ensure correct projections on the Budget, detect and deals with incorrect SCOA CLASSIFICATIONS, Authorization of transaction BAS and ensure all processed documents are audit compliant, Coordinates and ensure the monitoring of commitments, coordinate the provision of logistics services and store management services. Assist the resolution of audit queries from internal and external audits on assets and supply chain management, Manage/ Maintain policy and ensure the clearance of bank reconciliation exception accounts as well as the compilation of reconciliation and petty cash reconciliation, keep and update all records on assets register, Identify assets for disposal and facilitate the transfer thereof.
<u>ENQUIRIES</u>	:	Technical Ms S Letlaka Tel No: (010) 494 8486 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>POST 04/111</u>	:	<u>HUMAN RESOURCE OFFICER: HRD&PMDS REF NO: 2023/28/OCJ</u>
<u>SALARY</u>	:	R181 599 - 213 912 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Matric certificate. The following will serve as an added advantage, A 3-year National Diploma (NQF Level 6) in HRM, Public Administration or relevant qualification as recognized by SAQA. And a minimum of one (1) year' experience in Performance Management and Human Resource Development

environment. Skills and Competencies: Excellent communication skills (written and verbal). Planning and organising skills. Be able to pay attention to detail and work within deadlines. Proven computer literacy, including MS Word & Ms Excel. Knowledge of HRM/D legislation and policies, knowledge and understanding the concepts of HRD and PMDS. Ability to adapt to change. Ability to interpret policies and legislation. Client and customer orientated. Good interpersonal skills. Ability to analyse information, identify and solve problems, reason logically and ability to work under pressure.

- DUTIES** : Assist to Coordinate and administer Human Resource Development in the department. Administer internal Bursaries in the department. Assist to Coordinate and develop the departmental induction and compulsory induction programme database. Assist to administer skill development initiative and training logistics. Capture PMDS Information on Persal. Preparation of PMDS document for Moderation sessions. Render PMDS administration and record keeping. Take minutes during HRD and PMDS meetings.
- ENQUIRIES** : Technical HR Related Enquiries: Ms Kagiso Tshoke Tel No: (010) 493 2500
HR related enquiries: Ms. S Tshidino Tel No: (010) 493 2500/2528

**GRADUATE INTERNSHIP PROGRAMME FOR 2023/2025
(24 MONTHS)**

The Office of the Chief Justice would like to invite qualifying graduates to apply to participate in an Internship programme in the 2021/2023 financial year. Applicants must be an unemployed graduate and never participated in an internship programme previously, aged between 20–35 years and must be a South African Citizen. Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Persons with Disabilities

OTHER POSTS

POST 04/112 : **INTERNSHIP PROGRAMME: FINANCIAL ACCOUNTING REF NO: 2023/29FA/OCJ (X1 POST)**

STIPEND : R6 360.20 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Matric and a three year National Diploma/Degree in Financial Accounting/Commerce or a relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Mr H Lekwane Tel No: (010) 493 2590
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

POST 04/113 : **INTERNSHIP PROGRAMME: LEGAL SERVICES REF NO: 2023/30LS/OCJ (X1 POST)**

STIPEND : R6 360.20 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Matric and a three year National Diploma/Degree in Law or a relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries Ms M Mondlane Tel No: 010 493 2500
HR related enquiries Ms S Tshidino Tel No: (010) 493 2500

POST 04/114 : **INTERNSHIP PROGRAMME: INFORMATION COMMUNICATION TECHNOLOGY (ICT) (X19 POSTS)**

STIPEND : R6 360.20 per month
CENTRE : National Office: Midrand, Ref No: 2023/31ICT/OCJ (X3 Posts)
Eastern Cape Division of the High Court: PE Ref No: 2023/32ICT/OCJ (X1 Post)
Eastern Cape Division of the High Court: Mthatha Ref No: 2023/33ICT/OCJ (X1 Post)
Eastern Cape Division of the High Court: Tribunal East London Ref No: 2023/34ICT/OCJ (X1 Post)
Eastern Cape Division of the High Court: Bisho Ref No: 2023/35ICT/OCJ (X1 Post)
Eastern Cape Division of the High Court: Makhanda Ref No: 2023/36ICT/OCJ (X1 Post)

Limpopo Division of the High Court: Thohoyandou, Ref No: 2023/37ICT/OCJ, (X1 Post)

Supreme Court of Appeal: Bloemfontein Ref No: 2023/38ICT/OCJ (X1 Post)

Constitutional Court: Braamfontein Ref No: 2023/39ICT/OCJ (X2 Posts)

KwaZulu Natal Provincial service centre Ref No: 2023/40ICT/OCJ (1 Post)

Northern Cape division of the High Court: Kimberly Ref No: 2023/41ICT/OCJ (1 Post)

North West Division of the High Court: Mafikeng Ref No: 2023/42ICT/OCJ (X1 Post)

Mpumalanga Division of the High Court: Nelspruit Ref No: 2023/43ICT/OCJ (X1 Post)

Mpumalanga Division of the High Court: Middleburg Ref No: 2023/44ICT/OCJ (X1 Post)

Free state Division of the High Court: Bloemfontein Ref No: 2023/45ICT/OCJ (X1 Post)

Supreme Court of Appeal: Free State Ref No: 2023/100ICT/OCJ (X1 Post)

REQUIREMENTS : Matric and a three year National Diploma/Degree in Information Technology or an equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : National Office: Midrand: Technical enquiries: Ms T Mafumo Tel No: (010) 493 2625. HR related enquiries Ms S Tshidino Tel No: (010) 493 2500
Eastern Cape: Technical /HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217

Limpopo Division of the High Court Technical/HR related enquiries: Mr T Masemola Tel No: (015) 230 4000

Supreme Court of Appeal Technical /HR related enquiries: Ms M Luthuli Tel No: (051) 406 8191

Constitutional Court Technical enquiries: Mr M Ngonyama, Tel No: (011) 359 7590. HR related enquiries Ms S Tshidino, Tel No: (010) 493 2500

KwaZulu Natal: Technical /HR related enquiries Ms S Mvuyana Tel No: (031) 372 3176

Northern Cape Technical /HR related enquiries Ms M Seithamo Tel No: (053) 807 2733

North West Technical /HR related enquiries Mr OPS Sebatso Tel No: (018) 397 7114

Mpumalanga Technical /HR related enquiries Mr V Maeko Tel No: (013) 758 0000

Free State Technical /HR related enquiries Ms M Luthuli Tel No: (051) 406 8191

POST 04/115 : **INTERNSHIP PROGRAMME: JUDICIAL SERVICE COMMISSION REF NO: 2023/46JSC/OCJ (X1 POST)**

STIPEND : R6 360.20 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Matric and a three-year National Diploma/Degree in Office management/Information Management and Technology/Public/Business Administration or a relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Ms K Moretlwe Tel No: (010) 493 2500
National Office: Ms S Tshidino Tel No: (010) 493 2500

POST 04/116 : **INTERNSHIP PROGRAMME: JUDICIAL SUPPORT SERVICES REF NO: 2023/101JSS/OCJ (X1 POST)**

STIPEND : R6 360.20 per month
CENTRE : Office of the Chief Justice (Pretoria)
REQUIREMENTS : Matric and a three-year National Diploma/Degree in Office management/Public Administration/Business Administration or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical/HR enquiries: Ms C Schubert, Tel No: (012) 493 2500

POST 04/117 : **INTERNSHIP PROGRAMME: INSTITUTIONAL SECRETARIAT REF NO: 2023/47IS/OCJ (X2 POSTS)**

STIPEND : R6 360.20 per month
CENTRE : National Office: Midrand

REQUIREMENTS : Matric and a three-year National Diploma/Degree in Office management/Information Management and Technology/Public/Business Administration/Corporate Governance or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Ms S Ratshifola Tel No: (010) 493 2628
National Office: Ms S Tshidino Tel No: (010) 493 2500

POST 04/118 : **INTERNSHIP PROGRAMME: FACILITIES AND AUXILLIARY (X9 POSTS)**

STIPEND CENTRE : R6 360.20 per month
National Office: Midrand Ref No: 2023/45AS/OCJ (X1 Post)
Western Cape Provincial Service Centre Ref No: 2023/48AS/OCJ (X1 Post)
Eastern Cape Provincial Service Centre Ref No: 2023/49AS/OCJ (X1 Post)
Limpopo Provincial Service Centre: Polokwane Ref No: 2023/50AS/OCJ (X1 Post)
Supreme Court of Appeal: Bloemfontein Ref No: 2023/51AS/OCJ (X1 Post)
Constitutional Court: Braamfontein Ref No: 2023/52AS/OCJ (X1 Post)
Free State provincial Service Centre Ref No: 2023/53AS/OCJ (X1 Post)
Gauteng Provincial Service Centre: Johannesburg Ref No: 2023/54AS/OCJ (X1 Post)
Mpumalanga provincial Service Centre: Nelspruit Ref No: 2023/55AS/OCJ (X1 Post)

REQUIREMENTS : Matric and a three-year National Diploma/Degree in Facilities Management/Built environment or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : National Office: Midrand Technical enquiries: Ms M Modisakeng Tel No: (010) 493 2541
HR related enquiries Ms S Tshidino Tel No: (010) 493 2500
Western Cape Technical /HR related enquiries Ms M Baker Tel No: (021) 469 4000
Eastern Cape Technical/HR related enquires Mr S Mponzo, Tel No: (043)726 5217
Limpopo Division of the High Court Technical/HR related enquiries: Mr T Masemola Tel No: (015) 230 4000
Supreme Court of Appeal Technical /HR related enquiries: Ms M Luthuli Tel No: (051) 406 8191
Constitutional Court Technical enquiries: Ms Z Sondlo Tel No: (010) 493 2500
HR related enquiries Ms S Tshidino Tel No: (010) 493 2500
Free State Technical /HR related enquiries: Ms M Luthuli Tel No: (051) 406 8191
Gauteng Technical /HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404
Mpumalanga Technical /HR related enquiries: Mr V Maeko Tel No: (013) 758 0000

POST 04/119 : **INTERNSHIP PROGRAMME: SAFETY MANAGEMENT REF NO: 2023/56SM/OCJ (X1 POST)**

STIPEND CENTRE : R6 360.20 per month
National Office: Midrand

REQUIREMENTS : Matric and a three-year National Diploma/Degree in Safety/Environmental Management or qualifications related to Occupational Health and Safety or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Ms M Modisakeng Tel No: (010) 493 8774
HR related enquires: Ms S Tshidino Tel No: (010) 493 2500

POST 04/120 : **INTERNSHIP PROGRAMME: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT (X3 POSTS)**

STIPEND CENTRE : R6 360.20 per month
National Office: Midrand: Human Resource Practices Ref No: 2023/57HRM/OCJ (X2 Posts)
National Office: Midrand, HRM&D and OD Ref No: 2023/58HRM/OCJ (X1 Post)

REQUIREMENTS : Matric and a three-year National Diploma/Degree in Human Resources Management/Development/Organisational Design /Management Services or

relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries/HR Related enquiries, Ms S Tshidino Tel No: (010) 2500

POST 04/121 : **INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO: 2023/59SCM/OCJ (X1 POST)**

STIPEND : R6 360.20 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Matric and a three-year National Diploma/Degree in Logistics/Procurement/Public Administration or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Ms M Mavuso Tel No: (010) 493 2603
HR related enquires: Ms S Tshidino Tel No: (010) 493 2500

POST 04/122 : **INTERNSHIP PROGRAMME: ASSET MANAGEMENT REF NO: 2023/60AM/OCJ (X1 POST)**

STIPEND : R6 360.20 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Matric and a three-year National Diploma/Degree in Logistics or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Mr P Mahumane Tel No: (010) 493 2646
HR related enquires: Ms S Tshidino Tel No: (010) 493 2500

POST 04/123 : **INTERNSHIP PROGRAMME: COMMUNICATION REF NO: 2023/61CS/OCJ (X1 POST)**

STIPEND : R6 360.20 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Matric and a three-year National Diploma/Degree in Graphic Design or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: MS P Mafenya Tel No: (010) 493 2522
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

POST 04/124 : **INTERNSHIP PROGRAMME: E-LEARNING (SAJEI) REF NO: 2023/62SAJEI/OCJ (X1 POST)**

STIPEND : R6 360.20 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Matric and a three-year National Diploma/Degree in Information Technology or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Mr T Maseko Tel No: 010 493 2599
National Office: Ms S Tshidino Tel No: (010) 493 2500

POST 04/125 : **INTERNSHIP PROGRAMME: INTERNAL AUDITING REF NO: 2023/63AUD/OCJ (X1 POST)**

STIPEND : R6 360.20 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Matric and a three-year National Diploma/Degree in Internal Auditing or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Ms D Lebethe Tel No: (010) 493 2550
National Office: Ms S Tshidino Tel No: (010) 493 2500

POST 04/126 : **INTERNSHIP PROGRAMME: RISK MANAGEMENT REF NO: 2023/64RM/OCJ (X2 POSTS)**

STIPEND : R6 360.20 per month
CENTRE : National Office: Midrand

REQUIREMENTS : Matric and a three-year National Diploma/Degree in Risk Management or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Ms M Maila Tel No: (010) 493 2688
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

POST 04/127 : **INTERNSHIP PROGRAMME: MONITORING AND EVALUATION REF NO: 2023/65ME/OCJ (X1 POST)**

STIPEND : R6 360.20 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Matric and a three-year National Diploma/Degree in Public Administration/Developmental studies/Social Science or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Ms V Negogo Tel No: (010) 493 2500
National Office: Ms S Tshidino Tel No: (010) 493 2500

POST 04/128 : **INTERNSHIP PROGRAMME: OFFICE OF THE SECRETARY GENERAL REF NO: 2023/66SG/OCJ (X1 POST)**

STIPEND : R6 360.20 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Matric and a three-year National Diploma/Degree in Public Administration/Office management/Business Administration or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical /HR enquiries: Ms S Tshidino Tel No: (010) 493 2500

POST 04/129 : **INTERNSHIP PROGRAMME: STRATEGY AND SERVICE DELIVERY REF NO: 2023/67STR/OCJ (X1 POST)**

STIPEND : R6 360.20 per month
CENTRE : National Office: Midrand
REQUIREMENTS : Matric and a three-year National Diploma/Degree in Public Administration/Commerce/Strategic management and Planning/Developmental studies/Social Science or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical enquiries: Ms J Mokgokong Tel No: (010) 493 2495
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

POST 04/130 : **INTERNSHIP PROGRAMME: COURT ADMINISTRATION (SUPPORT SERVICES) (X13 POSTS)**

STIPEND : R6 360.20 per month
CENTRE : National Office: Midrand Ref No: 2023/68CA/OCJ (X1 Post)
Western Cape Division of the High Court: Cape Town Ref No: 2023/69CA/OCJ (X1 Post)
Western Cape Provincial Service Centre Ref No: 2023/70CA/OCJ (X1 Post)
Eastern Cape Provincial Service Centre Ref No: 2023/71CA/OCJ (X1 Post)
Limpopo Provincial Service Centre: Polokwane Ref No: 2023/72CA/OCJ (X1 Post)
Supreme Court of Appeal: Bloemfontein Ref No: 2023/73CA/OCJ (X1 Post)
Constitutional Court: Braamfontein Ref No: 2023/74CA/OCJ (X2 Posts)
KwaZulu Natal Provincial Service Centre: Durban Ref No: 2023/75CA/OCJ (X1 Post)
Northern Cape Division of the High Court: Kimberley Ref No: 2023/76CA/OCJ (X1 Post)
North West Division of the High Court: Mafikeng Ref No: 2023/77CA/OCJ (X1 Post)
Mpumalanga Division of the High Court: Nelspruit Ref No: 2023/78CA/OCJ (X1 Post)

REQUIREMENTS : Matric and a three-year National Diploma/Degree in Public Management/Administration/Office Administration or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : National Office: Midrand Technical enquiries: Ms Mr T Sebata, Tel No: (010) 493 2571. HR enquiries: Ms S Tshidino Tel No: (010) 493 2500

Western Cape Technical /HR related enquiries: Ms M Baker Tel No: (021) 469 4000
 Eastern Cape Technical/HR related enquires: Mr S Mponzo Tel No: (043) 726 5217
 Limpopo Division of the High Court Technical/HR related enquiries: Mr T Masemola Tel No: (015) 230 4000
 Supreme Court of Appeal Technical /HR related enquiries: Ms M Luthuli Tel No: (051) 406 8191
 Constitutional Court Technical enquiries:Mr M Ngonyama, Tel No (011) 359 7590
 KwaZulu Natal: Technical /HR related enquiries: Ms S Mvuyana Tel No: (031) 372 3176
 Northern Cape Technical /HR related enquiries: Ms M Seitlhamo Tel No: (053) 807 2733
 North West Technical /HR related enquiries: Mr OPS Sebatso Tel No: (018) 397 7114
 Mpumalanga Technical /HR related enquiries: Mr V Maeko Tel No: (013) 758 0000

POST 04/131 : **INTERNSHIP PROGRAMME: CALL CENTRE SERVICES (COURT ADMINISTRATION) (X3 POSTS)**

STIPEND CENTRE : R6 360.20 per month
 : Gauteng Division of the High Court: Johannesburg Ref No: 2023/79CCS/OCJ (X2 Posts)
 : Gauteng Division of the High Court: Pretoria Ref No: 2023/80CCS/OCJ (X1 Post)

REQUIREMENTS : Matric and a three-year National Diploma/Degree in Public Management/Administration/Office Administration or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

ENQUIRIES : Technical /HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404

POST 04/132 : **INTERNSHIP PROGRAMME: COURT ADMINISTRATION SERVICES (X27 POSTS)**

STIPEND CENTRE : R6 360.20 per month
 : Gauteng Division of the High Court: Johannesburg Ref No: 2023/81LCD/OCJ (X2 Posts)
 : Gauteng Division of the High Court: Pretoria Ref No: 2023/82LCD/OCJ (X2 Posts)
 : Labour and labour Appeals Court: Johannesburg Ref No: 2023/83LCD/OCJ (X1 Post)
 : Land Claims Court: Randburg Ref No: 2023/84LCD/OCJ (X1 Post)
 : Limpopo Division of the High Court: Polokwane Ref No: 2023/85LCD/OCJ (X1 Post)
 : Limpopo Division of the High Court: Thohoyandou Ref No: 2023/86LCD/OCJ (X1 Post)
 : Free State Division of the High Court: Bloemfontein Ref No: 2023/87LCD/OCJ (X2 Posts)
 : Supreme Court of Appeal: Bloemfontein Ref No: 2023/11/88LCD/OCJ (X1 Post)
 : KwaZulu Natal Division of the High Court: Durban Ref No: 2023/89LCD/OCJ (X2 Posts)
 : KwaZulu Natal Division of the High Court: Pietermaritzburg Ref No: 2023/90LCD/OCJ (X2 Posts)
 : Northern Cape Division of the High Court: Kimberly Ref No: 2023/91LCD/OCJ (X1 Post)
 : North West Division of the High Court: Mafikeng Ref No: 2023/92LCD/OCJ (X1 Post)
 : Mpumalanga Division of the High Court: Nelspruit Ref No: 2023/93LCD/OCJ (X1 Post)
 : Mpumalanga Division of the High Court: Middleburg, Ref No: 2023/94LCD/OCJ (X1 Post)
 : Western cape Division of the High Court Ref No: 2023/95LCD/OCJ (X3 posts)
 : Eastern Cape of the High Court: East London Ref No: 2023/96LCD/OCJ (X2 Posts)
 : Eastern Cape of the High Court: Bisho Ref No: 2023/97LCD/OCJ (X1 post)

REQUIREMENTS

Eastern Cape of the High Court: Port Elizabeth Ref No: 2023/98LCD/OCJ (X1 Post)
Eastern Cape division of the High Court: Umthatha Ref No: 2023/99LCD/OCJ (X1 Post)

ENQUIRIES

: Matric and a Degree in Law/LLB/BCom law or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.
: Gauteng Technical /HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404
Labour and labour Appeals Court Technical /HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404
Land Claims Court: Randburg Technical /HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404
Limpopo Division of the High Court Technical/HR related enquiries: Mr T Masemola Tel No: (015) 230 4000
Free State Technical /HR related enquiries: Ms M Luthuli Tel No: (051) 406 8191
Supreme Court of Appeal Technical /HR related enquiries: Ms M Luthuli Tel No: (051) 406 8191
KwaZulu Natal Technical /HR related enquiries: Ms S Mvuyana Tel No: (031) 372 3176
Northern Cape Technical /HR related enquiries: Ms M Seithamo Tel No: (053) 807 2733
North West Technical /HR related enquiries: Mr OPS Sebatso, Tel No: (018) 397 7114
Mpumalanga Technical /HR related enquiries: Mr V Maeko Tel No: (013) 758 0000
Western Cape Technical /HR related enquiries: Ms M Baker Tel No: (021) 469 4000
Eastern Cape Technical/HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217