



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

### **Document Management Internship Programme**

**2015/16**

**Remuneration : Intern will receive a stipend of R3000.00 per month**

**Duration : 1 Year (12 months)**

**Number of Internships : 10**

The Office of the Chief Justice is offering internship opportunities to provide South African matriculants and graduates with the opportunity to gain workplace experience in the field of work that they have studied. The OCJ is an equal opportunity, affirmative action employer. Candidate with disabilities are encourage to apply.

| <b>DIVISION</b>                                | <b>QUALIFICATION</b> | <b>NO OF INTERNS<br/>REQUIRED</b> | <b>STIPEND</b> | <b>REFERENCE NUMBER</b>       |
|--|----------------------|-----------------------------------|----------------|-------------------------------|
| KwaZulu Natal : High Court Durban              | Matric               | Five [05]                         | R3000.00       | DBN Record<br>Management/2015 |
| KwaZulu Natal : High Court<br>Pietermaritzburg | Matric               | Five [05]                         | R3000.00       | PMB Record<br>Management/2015 |

**CLOSING DATE: 02 October 2015**

**Requirements** : Applicants that wish to apply for internship must have a valid matriculation certificate. Applications must be submitted on a Z83 form, obtainable from any Public Service Department, stating the correct referenece number, a CV together with certified copies of matriculation certificate and certificates, transcripts as well as Identity Document. Failure to submit required documents will result in the application not being considered.

A pre-employment security screening will be conducted on RSA citizenship, criminal record, credit record and verification of qualification. The outcome of this screening will be considered to determine suitability for employment.

**Who should apply?**

Unemployed South African matriculants and graduates, who has not been previously employed under any internship programme.

**Note** : Candidates that wish to apply for internship outside their respective Regions must be willing and able to find their own accommodation considering that they will not earn a salary but only a stipend. Persons with disabilities are also encouraged to apply. Shortlisted Candidates will be required to attend and interview and will be subjected to a numeracy skills test to determine their suitability. Correspondence will be limited to short listed candidates only. **If you have not been contacted within 3 months of the closing date, please accept that your application was unsuccessful.**

**Enquires** : HR Section Tel. 031 3625824, **Direct your application to address indicated below** :

The Provincial Office, Office of the Chief Justice, 3<sup>rd</sup> Floor, Devonshire House, 2 Devonshire Place, **DURBAN** : Private Bag X54372, **DURBAN**, 4000