

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Office of the Chief Justice (OCJ) Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department. Women and People with Disabilities are encouraged to apply.

- APPLICATIONS** :
- National Office Midrand and Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685. Enquiries Ms L Mothemane Tel No: (010) 493 2500
- KwaZulu-Natal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street: Enquiries: Ms L Marrie Tel No: (031) 372 3167
- Gauteng:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to, 12th floor, Cnr Pritchard and Kris Street, Johannesburg. Enquiries Ms T Mbalekwa Tel No: (011) 335-0404.
- Eastern Cape:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London, or hand deliver applications to, Office of the Chief Justice Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent, East London. Enquiries: Mr S Mponzo Tel No: (043) 7265217.
- Western Cape:** The OCJ Provincial Head, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town. Enquiries: Ms M Baker Tel No: (021) 469 4000
- Supreme Court Of Appeal and Bloemfontein High Court:** Quoting the relevant reference number, direct your application to The OCJ Provincial Head, Office of the Chief Justice, Private Bag x20612, Bloemfontein, 9300 or hand delivered applications to The Free State High Court, Corner President Brand and Fontein Streets. Enquiries: Ms M Luthuli Tel No: (051) 406 8191
- NORTH WEST:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng. Enquiries: Mr L Moetanelo Tel No: (018) 3977065
- Polokwane:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9693, Polokwane, 0700, or hand deliver applications to the Office of the Chief Justice Service Centre, High Court of South Africa, Limpopo Division, 36 Bichard and Bodenstein street Polokwane, 0699. Enquiries: Ms E Kotze Tel No: (015) 230 4051
- Northern Cape:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver applications to High Court, Sol Plaatje Drive, Room B107, Kimberley. Enquiries: Ms S Ruthven Tel No: (053) 807 2733.
- CLOSING DATE** :
- NOTE** :
- Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax/email, will NOT be considered

or accepted. Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis. Please direct your application to the relevant province. Please complete a separate application for each reference number. Persons applying must be unemployed and not participated in other internship programmes before.

OTHER POSTS

- POST 42/33** : **INTERNSHIP PROGRAMME: FINANCE**
 Period of Internship: 12 Months
- STIPEND CENTRE** : R5 729 per month
 : National Office- Financial Accounting Ref No: 2018/290/OCJ (X1 Post)
 : National Office- Management Accounting Ref No: 2018/291/OCJ (X1 Post)
 : National Office - Judicial Support Ref No: 2018/292/OCJ (X1 Post)
 : Western Cape Provincial Centre Ref No: 2018/293/OCJ (X1 Post)
 : Eastern Cape Provincial Centre Ref No: 2018/294/OCJ (X1 Post)
 : Kwa-Zulu Natal Provincial Centre Ref No: 2018/295/OCJ (X1 Post)
 : Gauteng Provincial Centre Ref No: 2018/296/OCJ (X1 Post)
 : Limpopo Provincial Centre Ref No: 2018/297/OCJ (X1 Post)
- REQUIREMENTS** : A National Diploma in Financial Accounting/Commerce. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.
- POST 42/34** : **INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**
 Period of Internship: 12 Months
- STIPEND CENTRE** : R5 729 per month
 : National Office- Human Resource Management and Development Ref No: 2018/298/OCJ (X1 Post)
 : Western Cape Provincial Centre Ref No: 2018/299/OCJ (X1 Post)
 : Eastern Cape Provincial Centre Ref No: 2018/300/OCJ (X1 Post)
 : Kwa-Zulu Natal Province Centre Ref No: 2018/301/OCJ (X1 Post)
 : Gauteng Provincial Centre Ref No: 2018/302/OCJ (X1 Post)
 : Limpopo Provincial Centre Ref No: 2018/303/OCJ (X1 Post)
- REQUIREMENTS** : A National Diploma in Human Resource Management and Development. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.
- POST 42/35** : **INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT**
 Period of Internship: 12 Months
- STIPEND CENTRE** : R5 729 per month
 : National Office- Supply Chain Management Ref No: 2018/304/OCJ (X1 Post)
 : Western Cape Provincial Centre Ref No: 2018/305/OCJ (X1 Post)
 : Kwa-Zulu Natal Provincial Centre Ref No: 2018/306/OCJ (X1 Post)
 : Gauteng Provincial Centre Ref No: 2018/307/OCJ (X1 Post)
 : Limpopo Provincial Centre Ref No: 2018/308/OCJ (X1 Post)
- REQUIREMENTS** : A National Diploma in Logistics/Procurement/Public Administration. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.
- POST 42/36** : **INTERNSHIP PROGRAMME: ASSET MANAGEMENT**
 Period of Internship: 12 Months
- STIPEND CENTRE** : R5 729 per month
 : National Office- Asset Management Ref No: 2018/309/OCJ (X1 Post)
 : Free State Provincial Centre Ref No: 2018/310/OCJ (X1 Post)

		Gauteng Provincial Centre Ref No: 2018/311/OCJ (X1 Post) Limpopo Provincial Centre Ref No: 2018/312/OCJ (X1 Post)
<u>REQUIREMENTS</u>	:	A National Diploma in Financial /Management Accounting. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.
<u>POST 42/37</u>	:	<u>INTERNSHIP PROGRAMME: COMMUNICATIONS REF NO: 2018/313/OCJ (X1 POST)</u> Period of Internship: 12 Months
<u>STIPEND</u>	:	R5 729 per month
<u>CENTRE</u>	:	National Office- Communications
<u>REQUIREMENTS</u>	:	A National Diploma in Communications/Media Studies//Journalism/Marketing//Internal Article Publications. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.
<u>POST 42/38</u>	:	<u>INTERNSHIP PROGRAMME: ADMINISTRATIVE AND SUPPORT SERVICES REF NO: 2018/314/OCJ (X1 POST)</u> Period of Internship: 12 Months
<u>STIPEND</u>	:	R5 729 per month
<u>CENTRE</u>	:	National Office- South African Judicial Education Institute (SAJEI)
<u>REQUIREMENTS</u>	:	A National Diploma in Public Management/Administration/ Office Administration. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.
<u>POST 42/39</u>	:	<u>INTERNSHIP PROGRAMME: INTERNAL AUDITING REF NO: 2018/315/OCJ (X1 POST)</u> Period of Internship: 12 Months
<u>STIPEND</u>	:	R5 729 per month
<u>CENTRE</u>	:	National Office- Internal Audit
<u>REQUIREMENTS</u>	:	A National Diploma in Internal Auditing. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.
<u>POST 42/40</u>	:	<u>INTERNSHIP PROGRAMME: RISK MANAGEMENT REF NO: 2018/316/OCJ (X1 POST)</u> Period of Internship: 12 Months
<u>STIPEND</u>	:	R5 729 per month
<u>CENTRE</u>	:	National Office- Risk Management
<u>REQUIREMENTS</u>	:	A National Diploma in Risk Management. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.
<u>POST 42/41</u>	:	<u>INTERNSHIP PROGRAMME: MONITORING AND EVALUATION REF NO: 2018/317/OCJ (X1 POST)</u> Period of Internship: 12 Months
<u>STIPEND</u>	:	R5 729 per month
<u>CENTRE</u>	:	National Office- Monitoring and Evaluation
<u>REQUIREMENTS</u>	:	A National Diploma in Public Administration/Developmental Studies. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.

<u>POST 42/42</u>	:	<u>INTERNSHIP PROGRAMME: STRATEGY AND SERVICE DELIVERY PLANNING REF NO: 2018/318/OCJ (X1 POST)</u> Period of Internship: 12 Months
<u>STIPEND</u>	:	R5 729 per month
<u>CENTRE</u>	:	National Office- Strategy and Service Delivery Planning
<u>REQUIREMENTS</u>	:	A National Diploma in Public Administration/Administration/Commerce/Strategic Management and Planning. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.
<u>POST 42/43</u>	:	<u>INTERNSHIP PROGRAMME: ADMINISTRATIVE AND SUPPORT SERVICES (COURT ADMINISTRATION)</u> Period of Internship: 12 Months
<u>STIPEND</u>	:	R5 729 per month
<u>CENTRE</u>	:	National Office- Court Administration Ref No: 2018/319/OCJ (X1 Post) Gauteng Local Division of the High Court – Johannesburg Ref No: 2018/320/OCJ (X1 Post) Gauteng Division of the High Court – Pretoria Ref No: 2018/321/OCJ (X1 Post) Western Cape Division of the High Court – Cape Town Ref No: 2018/322/OCJ (X1 Post) Limpopo Division of the High Court – Polokwane Ref No: 2018/323/OCJ (X1 Post) Free State Division of the High Court – Bloemfontein Ref No: 2018/324/OCJ (X1 Post) Supreme Court of Appeal – Bloemfontein Ref No: 2018/325/OCJ (X1 Post) Kwa-Zulu Natal Local Division of the High Court – Durban Ref No: 2018/326/OCJ (X1 Post) Kwa-Zulu Natal Division of the High Court – Pietermaritzburg Ref No: 2018/327/OCJ (X1 Post) Northern Cape Division of the High Court – Kimberley Ref No: 2018/328/OCJ (X1 Post) North West Division of the High Court – Mafikeng Ref No: 2018/329/OCJ (X1 Post)
<u>REQUIREMENTS</u>	:	A National Diploma in Public Management/Administration/ Office Administration. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.