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The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a National Department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:

GRADUATE INTERNSHIP PROGRAMME FOR 2021/2023 (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 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.**

STIPEND R 6 083.00 PER MONTH

CLOSING DATE: 25 MARCH 2021

POST: INTERNSHIP PROGRAMME: COURT ADMINISTRATION (X45 POSTS)

CENTRE	DIRECTORATE	NUM OF POSTS	REF NUMBER
NATIONAL OFFICE	LEGAL SERVICES	1	2021/57CA/OCJ
EC	BISHO HIGH COURT	2	2021/58CA/OCJ
EC	EAST LONDON HIGH COURT	2	2021/59CA/OCJ
EC	GRAHAMSTOWN HIGH COURT	2	2021/60CA/OCJ
EC	PORT ELIZABETH HIGH COURT	2	2021/61CA/OCJ
EC	MTHATHA HIGH COURT	2	2021/62CA/OCJ
FS	FREE STATE HIGH COURT	2	2021/63CA/OCJ
GAUTENG	JOHANNESBURG HIGH COURT	3	2021/64CA/OCJ
GAUTENG	LABOUR AND LABOUR APPEALS COURT JOHANNESBURG	2	2021/65CA/OCJ
GAUTENG	LAND CLAIMS COURT - RANDBURG	2	2021/66CA/OCJ
GAUTENG	PRETORIA HIGH COURT	3	2021/67CA/OCJ
KZN	DURBAN HIGH COURT	2	2021/68CA/OCJ



CENTRE	DIRECTORATE	NUM OF POSTS	REF NUMBER
KZN	PIETERMARITZBURG HIGH COURT	2	2021/69CA/OCJ
KZN	DURBAN LABOUR COURT	2	2021/70CA/OCJ
LIMPOPO	POLOKWANE HIGH COURT	2	2021/71CA/OCJ
LIMPOPO	THOHOYANDOU HIGH COURT	2	2021/72CA/OCJ
MP	MBOMBELA HIGH COURT	2	2021/73CA/OCJ
MP	MIDDELBURG HIGH COURT	2	2021/74CA/OCJ
NW	MMABATHO HIGH COURT	2	2021/75CA/OCJ
WC	WESTERN CAPE HIGH COURT	2	2021/76CA/OCJ
WC	WESTERN CAPE LABOUR COURT	2	2021/77CA/OCJ
NC	KIMBERLEY HIGH COURT	2	2021/78CA/OCJ

REQUIREMENTS A three year NQF Level 6/Degree in study field of Law (Law graduates)
Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES **National Office:** Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
Eastern Cape -Port Elizabeth/ Grahamstown/ Bisho/ Umthatha/ East London: Mr S Mponzo Tel No: 043 726 5217
Free State: Ms M Luthuli Tel No. (051) 406 8191
Land Claims Court (Randburg)/ Johannesburg High Court / Pretoria High Court/ Labour and Labours Appeals Court - Johannesburg: Ms T Mbalekwa Tel No: (011) 335 0404
Kwazulu-Natal/ Durban/ Pietermaritzburg: Ms L Marrie Tel No: (031) 372 3176
Middelburg/ Mbombela: Mr V Maeko Tel No: (013) 758 0000
Mmabatho: Mr OPS Sebatso Tel No: (018) 397 7114
Polokwane: Mr T Masemola Tel No. (015) 230 4000/4051/4008
Western Cape: Ms M Baker Tel No: (021) 469 4000

POST: INTERNSHIP PROGRAMME: ADMINISTRATION (X15 POSTS)

CENTRE	DIRECTORATE	NUM OF POSTS	REF NUMBER
NATIONAL OFFICE	JUDICIAL SUPPORT	1	2021/80AD/OCJ
NATIONAL OFFICE	CHIEF DIRECTOR'S OFFICE: COURT ADMINISTRATION	2	2021/81AD/OCJ
MPUMALANGA	PROVINCIAL SERVICE CENTRE	1	2021/82AD/OCJ
LIMPOPO	PROVINCIAL SERVICE CENTRE	1	2021/83AD/OCJ
GAUTENG	PROVINCIAL SERVICE CENTRE	1	2021/84AD/OCJ
WESTERN CAPE	PROVINCIAL SERVICE CENTRE	2	2021/85AD/OCJ
KWA-ZULU NATAL	PROVINCIAL SERVICE CENTRE	1	2021/86AD/OCJ
EASTERN CAPE	PROVINCIAL SERVICE CENTRE	1	2021/87AD/OCJ

CENTRE	DIRECTORATE	NUM OF POSTS	REF NUMBER
NORTHERN CAPE	PROVINCIAL SERVICE CENTRE	1	2021/88AD/OCJ
FREE STATE	PROVINCIAL SERVICE CENTRE	2	2021/89AD/OCJ
NORTH WEST	PROVINCIAL SERVICE CENTRE	1	2021/90AD/OCJ
NATIONAL OFFICE	CONSTITUTIONAL COURT: BRAAMFONTEIN	1	2021/92AD/OCJ

REQUIREMENTS A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Public Administration/ Administration/ Public Management, **Skills and Competencies:** Good communication skills (written and verbal) and time management skills.

ENQUIRIES

National Office: Ms S Tshidino Tel No: (010) 493 2500/33

Eastern Cape: Mr S Mponzo Tel No: 043 726 5217

Free State/ Supreme Court of Appeal: Bloemfontein: Ms M Luthuli Tel No. (051) 406 8191

Gauteng: Ms T Mbalekwa Tel No: (011) 335 0404

Kwazulu-Natal: Ms L Marrie Tel No: (031) 372 3176

Mpumalanga: Mr V Maeko Tel No: (013) 758 0000

Polokwane: Mr T Masemola Tel No. (015) 230 4000/4051/4008

Western Cape: Ms M Baker Tel No: (021) 469 4000

North West: Mr OPS Sebatatso Tel No: (018) 397 7114

Northern Cape: Ms S Ruthven Tel No. (053) 807 2733

Constitutional Court: Braamfontein - Mr M Ngonyama Tel No: (011) 359 7590

POST:

INTERNSHIP PROGRAMME: COMMUNICATION (X2 POSTS)

CENTRE	DIRECTORATE	NUM OF POSTS	REF NUMBER
NATIONAL OFFICE	COMMUNICATION	2	2021/93COM/OCJ

REQUIREMENTS

A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Communications/ Media Studies/ Journalism/ Marketing/ Internal Article Publications/ Public Relation/ Graphic Design. **Skills and Competencies:** Good communication skills (written and verbal) and time management skills.

ENQUIRIES

Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774



POST: INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT (X1 POST)

CENTRE	DIRECTORATE	NUM OF POSTS	REF NUMBER
NATIONAL OFFICE	SUPPLY CHAIN MANAGEMENT	1	2021/94SCM/OCJ

REQUIREMENTS A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Logistics/ Procurement/ Public Management/ Supply Chain Management.
Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST : INTERNSHIP PROGRAMME: SOUTH AFRICAN JUDICIAL EDUCATION INSTITUTE (3 POSTS)

CENTRE	DIRECTORATE	NUM OF POSTS	REF NUMBER
NATIONAL OFFICE: SAJEI	RESEARCH	1	2021/95LS/OCJ
NATIONAL OFFICE: SAJEI	E-LEARNING	1	2021/96LS/OCJ
NATIONAL OFFICE: SAJEI	JUDICIAL EDUCATION	1	2021/106JE/OCJ

REQUIREMENTS **Research** - A three-year NQF Level 6/Degree in study field of Law (Law graduates).
E-Learning - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in the field of ICT.
Judicial Education - A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Training Management/ Administration/ Events Management.
Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST:**INTERNSHIP PROGRAMME: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT (X6 POSTS)**

CENTRE	DIRECTORATE	NUM OF POSTS	REF NUMBER
NATIONAL OFFICE	CAPACITY AND ORGANISATIONAL DEVELOPMENT	2	2021/97HRM/OCJ
NATIONAL OFFICE	HUMAN RESOURCES PRACTICES	2	2021/98HRM/OCJ
NATIONAL OFFICE	EMPLOYEE RELATIONS	1	2021/99HRM/OCJ
NATIONAL OFFICE	EMPLOYMENT EQUITY	1	2021/79HRM/OCJ

REQUIREMENTS

Capacity and Organisational Development - A Three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Organisational Design/ Management Services/ Industrial Engineering/ Operations/Production Management/ Industrial Psychology/

Human Resources Practices - A Three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Human Resource Management/ Public Management

Employee Relations - A Three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Labour Relations/ Social Studies / Labour Law/ LLB.

Employment Equity: A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Human Resource Management/ Public Management /Informatics.

Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES

Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST :**INTERNSHIP PROGRAMME: FACILITY AND SECURITY MANAGEMENT (X2 POSTS)**

CENTRE	DIRECTORATE	NUM OF POSTS	REF NUMBER
NATIONAL OFFICE	FACILITY MANAGEMENT	1	2021/100FSM/OCJ
NATIONAL OFFICE	SECURITY MANAGEMENT	1	2021/101FSM/OCJ



REQUIREMENTS Facility Management - A Three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Facilities Management/ Facilities Maintenance Management.
Security Management - A Three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Security Management/ Policing/ Correctional Services Management.

Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST: **INTERNSHIP PROGRAMME, INTERNAL AUDITING/ RISK MANAGEMENT (X3 POSTS)**

CENTRE	DIRECTORATE	NUM OF POSTS	REF NUMBER
NATIONAL OFFICE	INTERNAL AUDIT	1	2021/102AUD/OCJ
NATIONAL OFFICE	RISK MANAGEMENT	2	2021/103AUD/OCJ

REQUIREMENTS **Internal Audit** - A Three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Internal Auditing.
Risk Management - A Three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Risk Management
Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES Ms S Tshidino Tel No: (010) 493 2500/33

POST : **INTERNSHIP PROGRAMME, STRATEGY AND SERVICE DELIVERY PLANNING AND MONITORING AND EVALUATION (X2 POSTS)**

CENTRE	DIRECTORATE	NUM OF POSTS	REF NUMBER
NATIONAL OFFICE	STRATEGY AND SERVICE DELIVERY PLANNING	1	2021/104STR/OCJ
NATIONAL OFFICE	MONITORING AND EVALUATION	1	2021/105STR/OCJ

REQUIREMENTS Public Administration/ Administration/ Commerce/ Strategic Management and Planning/ Developmental Studies/ Social Science. **Skills and**



Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES

Ms S Tshidino Tel No: (010) 493 2500/33

POST:

**INTERNSHIP PROGRAMME: INSTITUTIONAL SECRETARIAT
(X1 POST)**

CENTRE

CENTRE	DIRECTORATE	NUM OF POSTS	REF NUMBER
NATIONAL OFFICE	INSTITUTIONAL SECRETARIAT	1	2021/107ISS/OCJ

REQUIREMENTS

A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in Office Management/Information Management and Technology/Public/Business Administration/ Management Assistant.
Skills and Competencies: Good communication skills (written and verbal) and time management skills.

ENQUIRIES

Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST:

**INTERNSHIP PROGRAMME, INFORMATION COMMUNICATIONS
TECHNOLOGY (X12 POSTS)**

CENTRE	DIRECTORATE	NUM OF POSTS	REF NUMBER
NATIONAL OFFICE	ICT (SUPPORT)	1	2021/108ICT/OCJ
NATIONAL OFFICE	ICT (OFFICE ADMINISTRATION)	2	2021/109ICT/OCJ
EC	PORT ELIZABETH HIGH COURT	1	2021/110ICT/OCJ
EC	MTHATHA HIGH COURT	1	2021/111ICT/OCJ
GAUTENG	JOHANNESBURG HIGH COURT	1	2021/112ICT/OCJ
GAUTENG	PRETORIA HIGH COURT	1	2021/113ICT/OCJ
LIMPOPO	THOHOYANDOU HIGH COURT	1	2021/114ICT/OCJ
MP	MPUMALANGA HIGH COURT - MBOMBELA	1	2021/115ICT/OCJ
NW	NORTH WEST HIGH COURT	1	2021/116ICT/OCJ
NC	KIMBERLEY HIGH COURT	1	2021/117ICT/OCJ
FS	SUPREME COURT OF APPEAL: BLOEMFONTEIN	1	2021/118ICT/OCJ

REQUIREMENTS

A three-year National Diploma (NQF Level 6)/ A Degree/ Honours/ Master's Degree in the field of ICT. **Skills and Competencies:** Good communication skills (written and verbal) and time management skills.

ENQUIRIES

National Office - Ms S Tshidino Tel No: (010) 493 2500/33

Port Elizabeth/ Mthatha: Mr S Mponzo Tel No: 043 726 5217



Supreme Court of Appeal: Bloemfontein: Ms M Luthuli Tel No. (051) 406 8191

Johannesburg / Pretoria: Ms T Mbalekwa Tel No: (011) 335 0404

Mbombela: Mr V Maeko Tel No: (013) 758 0000

Mmabatho: Mr OPS Sebatso Tel No: (018) 397 7114

Thohoyandou: Mr T Masemola Tel No. (015) 230 4000/4051/4008

Kimberley: Ms S Ruthven Tel No. (053) 807 2733

APPLICATIONS:

National Office (Midrand)/ Constitutional Court: Braamfontein: 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/ Grahamstown/ Bisho/ Umthatha/ East London: 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: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban

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/ Mbombela: 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

NOTE:

In the filling of the advertised posts, the objectives of the Constitution of South Africa, 1996 and the staffing policy of the Public Service broadly will be taken into consideration. **Applications must be submitted on a new application for employment (Z83) that has been in effect since 01 January 2021.** The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies/ www.judiciary.org.za. Applications submitted using the old Z83 form will not be accepted. The new Z83 should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above-mentioned requirements will not be considered.

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 (Act 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. The successful candidate/s will be subjected to Pre-Vetting (Pre-Screening). Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All candidates selected for SMS posts must undergo a competency assessment after the interview. 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.

We welcome applications from persons with disAbilities 

