

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