

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<b><u>APPLICATIONS</u></b>	:	Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> obtainable using Microsoft edge or the latest Chrome version or alternatively the address specified in each post.
<b><u>CLOSING DATE</u></b>	:	24 February 2025
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD 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 No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. 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. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## MANAGEMENT ECHELON`

<b><u>POST 05/61</u></b>	:	<b><u>DIRECTOR: LEGISLATIVE IMPLEMENTATION REF NO: 25/07/LD</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An LLB qualification at NQF level 7 as recognized by SAQA; 5 years experience at middle/ senior management level in a legislation development environment; Nyukela Certificate (Certificate for entry into the Service Management Service from the National School of Government); Knowledge and understanding of the Public Service Statutory Frameworks: Financial Management and regulatory framework or guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions; Knowledge and understanding of the Constitution, law, Public Service and its governance, Constitutional Law services and Criminal cases; Interpretation of statutes. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the implementation of primary legislation; Manage the implementation of secondary legislation; Manage the development and submission of socio-economic impact assessments; Coordinate the review of legislation to achieve better social, environment and economic outcomes as highlighted by stakeholders; Manage human, finance and other resources.
<b><u>ENQUIRIES</u></b>	:	Ms M Kganyago Tel No: (012) 315 1844
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Human Resource: Department of Justice and Constitutional Development; Private Bag

X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

- POST 05/62** : **DIRECTOR: BILATERAL AND MULTILATERAL LEGAL RELATIONS: REF NO: 25/08/CD**
- SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration packages). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : National Office: Pretoria  
: An LLB qualification (NQF level 7) as recognized by SAQA ;A minimum of 5 years post qualification experience at middle / senior managerial level in the field of international relations or international law; Certificate (Certificate for entry into Senior Management Service from School of Government); Admission as an Advocate/attorney; Knowledge and understanding of Public Finance Management Act, Public Service Act, Treasury Regulations and relevant governance prescripts; Knowledge of South Africa's foreign policy, international law and Constitution of South Africa. Skills and Competencies: Strategic capability and leadership and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; honesty and integrity.
- DUTIES** : Key Performance Areas: Manage and facilitate departmental participation in the negotiations, ratification and accession of relevant international treaties and facilitate department's contribution in the relevant international, regional, and continental forums; Manage the coordination of country reports and reviews in terms of relevant international obligations; Initiate and manage International bilateral relations in the legal and justice field; Manage the collaborative relationships with DIRCO, other departments and agencies on international matters relevant to the department; Manage human, financial and other resources.
- ENQUIRIES APPLICATIONS** : Mr S Kgafela Tel No: (012) 315 1042  
: Quoting the relevant reference number, direct your application to: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

#### OTHER POSTS

- POST 05/63** : **DEPUTY DIRECTOR: ELIMINATION OF RACIAL DISCRIMINATION REF NO: 25/10/CD**
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria  
: An undergraduate qualification (NQF level 6) in Law/Humanities/Social and Political Sciences as recognized by SAQA or equivalent qualification; A minimum of 3 years experience in Social Justice and/or human rights environment at management (Assistant Director) level; Knowledge of Public Service Regulation; Knowledge and understanding of the Constitution of South Africa, human rights, social justice and anti-discrimination issues, NAP to combat racism, racial discrimination, xenophobia and related intolerance. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Conflict management; Planning and organising; Problem solving and decision making; Project management.
- DUTIES** : Key Performance Areas: Coordinate and implement the National Action Plan to combat Racial Discrimination and related policy; Coordinate research on the nature, causes and manifestations of racism and discrimination in both public and private spheres; Promote and conduct advocacy of the NAP policy to eliminate racial discrimination, related intolerance, and its gender-based manifestations; Maintain partnership with the key stakeholders to ensure effective implementation of the NAP and maintain directory of service providers; Monitor and prepare reports on incidents of racism, racial

		discrimination, xenophobia, and related intolerance; Manage human, financial and other resources.
<b><u>ENQUIRIES</u></b>	:	Mr. S Kgafela Tel No: (012) 315 1042
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>POST 05/64</u></b>	:	<b><u>ASSISTANT DIRECTOR: MAGISTRATES' ADMINISTRATION REF NO: 2025/11/CA</u></b>
<b><u>SALARY</u></b>	:	R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Commission: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification NQF level 6 as recognized by SAQA in public Administration/Management/Human Resource Management or relevant qualification; minimum of 3 years' experience at supervisory level; Knowledge and understanding of legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations and Public Finance Management Act; Knowledge of procurement processes and execution of meetings/events/workshops; Knowledge of Criminal, Civil law and family cases, Constitutional law cases, interpretation of statutes, Magistrate Act; Knowledge of office and district administration. Skills and Competencies: Computer literacy; Strategic capability and leadership; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Conflict management; Planning and organizing; Problem solving and decision making; Project management; Team leadership.
<b><u>DUTIES</u></b>	:	Key performance Areas: Provide secretariat and administrative support to the Magistrates' Commission; Provide administration of Magistrates appointment; Provide administration of Magistrates conduct and related condition of services; Perform financial and supply chain functions for the Magistrates' Commission; Facilitate stakeholder relationship; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Mr S Kgafela Tel No: (012) 315 1042
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application; to The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>POST 05/65</u></b>	:	<b><u>INTERNAL AUDITOR: GENERAL ASSURANCE REF NO: 25/12/IA</u></b>
<b><u>SALARY</u></b>	:	R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	National Office Pretoria
<b><u>REQUIREMENTS</u></b>	:	A 3 year National Diploma/NQF level 6 in Auditing or equivalent A minimum of 1 year experience in Auditing valid driver's license Skills And Competencies, Computer Communication skills (both verbal and written); Financial management; Computer literacy; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Understanding of administrative skills; Client orientation and customer focus; Research skills
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide input in the audit planning process; Execute audit engagements; Provide administrative support
<b><u>ENQUIRIES</u></b>	:	Ms MP. Leshilo Tel No: (012) 337 8240
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

- POST 05/66** : **ADMINISTRATIVE OFFICER REF NO: 01/25/NC/KAT**
- SALARY** : R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Kathu Magistrate Office
- REQUIREMENTS** : Three year National Diploma/ Bachelor Degree in Public Administration / Public Management or equivalent; Three (3) years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: Computer Literacy (Microsoft packages); Organizing and problem solving skills; Sound leadership and management skills; Good interpersonal relations, People management.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, Manage and administer support services to Case Flow Management and other court users.
- ENQUIRIES** : Ms S. Segopa Tel No: (053) 8021300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301.
- NOTE** : Shortlisted candidates will be subjected to a technical assessment test
- POST 05/67** : **SENIOR COURT INTERPRETER: REF NO: 84/24/NC/DAR**  
(This is a re- advertisement, Applicants who previously applied are encouraged to re-apply).
- SALARY** : R308 154 R362 994 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : De Aar Magistrate Office
- REQUIREMENTS** : A Grade 12 and ten-years practical experience in court interpreting or National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF A minimum of three years practical experience in court interpreting; Proficiency in English and one or more indigenous languages (Afrikaans, IsiXhosa); A valid driver's licence. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate /Prosecutors; facilitate the sourcing of foreign language interpreters in consultation with the Prosecutors; Perform Specific line and administrative Support Functions; Assist with capturing on ICMS; Supervise Court Interpreters.
- ENQUIRIES** : Mr M. Mokgola Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or Faxed applications will not be considered
- POST 05/68** : **STATE ACCOUNTANT (SALARIES & MISCELLANEOUS PAYMENTS) REF NO: 25/VA0240/NW**
- SALARY** : R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Provincial Office, North West
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Financial Management, Financial Accounting, Internal Audit, BCom in Finance or equivalent as recognized by SAQA; 3 year related financial experience (including Internship).

- Knowledge of Public Financial Management Act (PFMA) and National Treasury Regulations. Skills and Competencies: Planning and organizing, research and analytical skills; Presentation and facilitation skills; Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability to work under pressure, Ability and independently, Creative and Innovation skills, Financial management skills.
- DUTIES** : Key Performance Areas: Provide service termination transactions, Attend to requests for: change of banking details, salary deductions, telephone deductions, maintenance orders and medical aid deductions; Process overtime claims, acting allowances, payment of casual's interpreters, implementation of housing allowances, long service awards and salary adjustment; Facilitate the recovery of debt; Manage subsistence and travel (S&T) allowance claims; Provide audit facilitation within the region; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms P. Lekoma Tel No: (018) 397 7000/61.  
: Quote the relevant reference number and courier your application to: Physical address: The Provincial Office, Private Bag X2033, Mmabatho, 2735, hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2735,
- POST 05/69** : **LEGAL ADMINISTRATION OFFICER (MR1-MR5): LIABILITY AND LITIGATION MANAGEMENT REF NO: 25/09/LD (X3 POSTS)**
- SALARY** : R239 673 – R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : National Office: Pretoria  
: An LLB Degree or 4 year recognized legal qualification; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and law of contract; Experience in providing legal support in civil matters for and against the Department; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Prescription Act, State Attorney Act, Public Finance Management Act, Treasury Regulations, Department of Justice and Constitutional Development Financial Instructions and the State Liability Act Skills and competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision making skills; Interpersonal relations; Communication skills (written and verbal); Innovative and analytical thinking.
- DUTIES** : Key Performance Areas: Determine the liability on loss or damage of Departmental policy; Handle all litigation on behalf of and against the Department; Draft legal opinions on departmental matters; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. M. Mokoena Tel No: (012) 744 2026  
: Quoting the relevant reference number, direct your application to: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
- POST 05/70** : **PROVISIONING ADMINISTRATION CLERK: ACQUISITION AND ASSET VERIFICATION REF NO: 25/05/FMS (X3 POSTS)**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : National Office: Pretoria  
: Grade 12 certificate or equivalent Skills and Competencies; Computer literacy (MS Word; Excel, Power Point and Outlook); Planning and organizing skills; communication (written and verbal) skills; Interpersonal and organizational skills; Administrative skills; customer service orientated; Integrity
- DUTIES** : Key Performance Area: Render clerical support; ((Covers both) Compile and maintain records/ databases and/or administrative registers; (Covers both) Check and issue furniture, equipment and accessories to components and individuals; Identify redundant, non-serviceable and obsolete equipment for disposal; Provide Secretariat support to different committees. Verify asset register
- ENQUIRIES** : Ms. A Van Ross Tel No: (012) 315 1094

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT  
INTERNSHIP PROGRAMME 2025/2027**

**NOTE** : The Department of Justice and Constitutional Development (DOJ&CD) invite all the unemployed graduates to apply for Departmental graduates to gain workplace experience in the field of study illustrated below. The DOJ&CD is an equal opportunity, affirmative action employer. Candidates with disability are encouraged to apply. Applicants must clearly state the area of choice (Region) and Reference number. Details of the Internship Programme are provided below. Who should apply? Unemployed South African graduates with a tertiary qualification in one of the above-mentioned fields of study, who has not previously participated in any internship programme and In-service training. These internships are based in all Provinces. Candidates who wish to apply for internship outside their respective Provinces must be willing and able to find their own accommodation considering that they will not earn a salary but only a stipend. Separate applications must be made for each Provincial Office which you are applying for and quoting the relevant reference number for the centre of your choice. Note: Interested applicants must submit their applications for internship programme to the address specified below. The application must include completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV, Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the interview date. Application that does not comply with the above specifications will not be considered and will be disqualified. 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.

**OTHER POSTS**

**POST 05/71** : **GRADUATE INTERNSHIP – LEGAL REF NO: GI- LEGAL (X282 POSTS)**  
Duration: 24 Months

**STIPEND** : R7 450, 75 per month  
**CENTRE** : National Office and All provinces  
**REQUIREMENTS** : Bachelor of Laws (LLB)  
**ENQUIRIES** : **National Office:** Enquiries: Ms. S Fisher Tel No: (012) 315 4843 or Mr. T Moja Tel No: (012) 315 4847 or Mr. S Mofokeng Tel No: (012) 315 1456.  
**Gauteng Provincial Office:** Enquiries: Ms R Moabelo Tel No: (011) 332 9019, Ms V Shiburi Tel No: (011) 332 9092 or Ms M Shabangu Tel No: (011) 332 9103.  
**Mpumalanga Provincial Office:** Enquiries: Ms KN Zwane Tel No: (013) 753 9367 or Ms E Sedibe Tel No: (013) 753 9370.  
**KwaZulu-Natal Provincial Office:** Enquiries: Ms R Naicker Tel No: (031) 372 3082 or Mr M Zulu Tel No: (031) 372 3077 and Mr M Mtolo Tel No: (031) 372 3076  
**Northern Cape Provincial Office:** Enquiries: Mr T Ramoshebi Tel No: (053) 802 1342 Ms. I Mafungo Tel No: (053) 802 1369 or Switchboard Tel No: (053) 802 1300.  
**Free State Provincial Office:** Enquiries: Ms D Tladi Tel No: (051) 407 1831 or Ms B Mtileni Tel No: 051 407 1841.  
**Limpopo Provincial Office:** Enquiries: Mr T Ntsewa Tel No: (015) 287 2024 Ms S Nkoana Tel No: (015) 287 2053, Mr K Mokgohloa Tel No: (015) 287 2093.  
**North West Provincial Office:** Enquiries: Mr B Moseje Tel No: (018) 397 7057 or Mr T Bothole Tel No: (018) 397 7111.  
**Western Cape Provincial Office:** Enquiries: Ms P Paraffin Tel No: (021) 462 5471 Ms N Jacobs Tel No: (021) 462 5471 or Mr M Maholwana Tel No: (021) 462 4011.  
**Eastern Cape Provincial Office:** Enquiries: Mr A Ziqu Tel No: (043) 702 7007 Ms. N Dyani Tel No: (043) 702 7009 Dr M Feni Tel No (043) 702 7029 or Mr P Hattingh Tel No: (043) 702 7000.

**APPLICATIONS** : Direct your application using the address indicated below:

**National Office:** Address: Private Bag X81, Pretoria, 0001 or Hand deliver to 329 Pretorius Street, C/o Pretorius and Sisulu Street, Pretoria, 0001

**Gauteng Provincial Office:** Address: The Provincial Office: Gauteng, Private Bag X6, Johannesburg, 2000 or hand deliver to 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.

**Mpumalanga Provincial Office:** Address: Private Bag X 11249, Nelspruit 1200 or hand deliver to physical address: 24 Brown Street, 4th Floor, Nedbank Building, Nelspruit 1200

**KwaZulu-Natal Provincial Office:** Address: The Provincial Office, Private Bag X 54372, Durban 4000 or hand deliver to -Provincial Office, 2 Devonshire place (off Anton Lembede Street) Durban

**Northern Cape Provincial Office:** Address: Department of Justice, New Public Building (Court Building), Corner Knight and Stead Street, Kimberley, 8301, 7th Floor

**Free State Provincial Office:** Address: Private Bag X20578 Bloemfontein 9300, or hand deliver to Physical Address 53 Colonial Building Charlotte Maxeke Street Bloemfontein 9300.

**Limpopo Provincial Office:** Address: Private Bag X 9526, Polokwane 0700 or hand deliver 92 Bok Street, Polokwane, 0700.

**North West Provincial Office:** Address: Department of Justice and Constitutional Development, Private Bag X 2033, Mmabatho, 2735 or hand deliver Regional Office North West, 22 Molopo Road, Ayob Gardens, Mafikeng

**Western Cape Provincial Office:** Address: Provincial Office: Private Bag X 9171, Cape Town, 8000 or hand deliver to physical address: No. 8 Riebeeck Street, 5th Floor, Norton Rose House Building, Cape Town, 8000.

**Eastern Cape Provincial Office:** Address: The Provincial Office Eastern Cape, Provincial Office East London, Private Bag X 9065, East London, 5200 or hand deliver to Physical Address NO 3 Phillip Frame Road, Chiselhurst, East London, 5200.

**POST 05/72**

: **GRADUATE INTERNSHIP – SOCIAL WORK REF NO: GI- SOCIAL WORK (X20 POSTS)**

Duration: 24 Months

**STIPEND**  
**CENTRE**  
**REQUIREMENTS**  
**ENQUIRIES**

: R7 450, 75 per month

: All provinces

: Degree in Social Work

: **Gauteng Provincial Office:** Enquiries: Ms R Moabelo Tel No: (011) 332 9019, Ms V Shiburi Tel No: (011) 332 9092 or Ms M Shabangu Tel No: (011) 332 9103.

**Mpumalanga Provincial Office:** Enquiries: Ms KN Zwane Tel No: (013) 753 9367 or Ms E Sedibe Tel No: (013) 753 9370.

**KwaZulu-Natal Provincial Office:** Enquiries: Ms R Naicker Tel No: (031) 372 3082 or Mr M Zulu Tel No: (031) 372 3077 and Mr M Mtolo Tel No: (031) 372 3076

**Northern Cape Provincial Office:** Enquiries: Mr T Ramoshebi Tel No: (053) 802 1342 Ms. I Mafungo Tel No: (053) 802 1369 or Switchboard Tel No: (053) 802 1300.

**Free State Provincial Office:** Enquiries: Ms D Tladi Tel No: (051) 407 1831 or Ms B Mtileni Tel No: 051 407 1841.

**Limpopo Provincial Office:** Enquiries: Mr T Ntsewa Tel No: (015) 287 2024 Ms S Nkoana Tel No: (015) 287 2053, Mr K Mokgohloa Tel No: (015) 287 2093.

**North West Provincial Office:** Enquiries: Mr B Moseje Tel No: (018) 397 7057 or Mr T Bothole Tel No: (018) 397 7111.

**Western Cape Provincial Office:** Enquiries: Ms P Paraffin Tel No: (021) 462 5471 Ms N Jacobs Tel No: (021) 462 5471 or Mr M Maholwana Tel No: (021) 462 4011.

**Eastern Cape Provincial Office:** Enquiries: Mr A Ziqu Tel No: (043) 702 7007 Ms. N Dyani Tel No: (043) 702 7009 Dr M Feni Tel No (043) 702 7029 or Mr P Hattingh Tel No: (043) 702 7000.

**APPLICATIONS**

: Direct your application using the address indicated below:

**Gauteng Provincial Office:** Address: The Provincial Office: Gauteng, Private Bag X6, Johannesburg, 2000 or hand deliver to 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.

**Mpumalanga Provincial Office:** Address: Private Bag X 11249, Nelspruit 1200 or hand deliver to physical address: 24 Brown Street, 4th Floor, Nedbank Building, Nelspruit 1200

**KwaZulu-Natal Provincial Office:** Address: The Provincial Office, Private Bag X 54372, Durban 4000 or hand deliver to -Provincial Office, 2 Devonshire place (off Anton Lembede Street) Durban

**Northern Cape Provincial Office:** Address: Department of Justice, New Public Building (Court Building), Corner Knight and Stead Street, Kimberley, 8301, 7th Floor

**Free State Provincial Office:** Address: Private Bag X20578 Bloemfontein 9300, or hand deliver to Physical Address 53 Colonial Building Charlotte Maxeke Street Bloemfontein 9300.

**Limpopo Provincial Office:** Address: Private Bag X 9526, Polokwane 0700 or hand deliver 92 Bok Street, Polokwane, 0700.

**North West Provincial Office:** Address: Department of Justice and Constitutional Development, Private Bag X 2033, Mmabatho, 2735 or hand deliver Regional Office North West, 22 Molopo Road, Ayob Gardens, Mafikeng

**Western Cape Provincial Office:** Address: Provincial Office: Private Bag X 9171, Cape Town, 8000 or hand deliver to physical address: No. 8 Riebeeck Street, 5th Floor, Norton Rose House Building, Cape Town, 8000.

**Eastern Cape Provincial Office:** Address: The Provincial Office Eastern Cape, Provincial Office East London, Private Bag X 9065, East London, 5200 or hand deliver to Physical Address NO 3 Phillip Frame Road, Chiselhurst, East London, 5200.

**POST 05/73** : **GRADUATE INTERNSHIP – LANGUAGE PRACTICE REF NO: GI- LP (X20 POSTS)**

Duration: 24 Months

**STIPEND** : R7 450, 75 per month  
**CENTRE** : All provinces  
**REQUIREMENTS** : National Diploma or BA in Legal Interpreting, Interpreting in Translation, Linguistic, African Languages, Language Practices or any other relevant qualification

**ENQUIRIES** : **Gauteng Provincial Office:** Enquiries: Ms R Moabelo Tel No: (011) 332 9019, Ms V Shiburi Tel No: (011) 332 9092 or Ms M Shabangu Tel No: (011) 332 9103.

**Mpumalanga Provincial Office:** Enquiries: Ms KN Zwane Tel No: (013) 753 9367 or Ms E Sedibe Tel No: (013) 753 9370.

**KwaZulu-Natal Provincial Office:** Enquiries: Ms R Naicker Tel No: (031) 372 3082 or Mr M Zulu Tel No: (031) 372 3077 and Mr M Mtolo Tel No: (031) 372 3076

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**North West Provincial Office:** Enquiries: Mr B Moseje Tel No: (018) 397 7057 or Mr T Bothole Tel No: (018) 397 7111.

**Western Cape Provincial Office:** Enquiries: Ms P Paraffin Tel No: (021) 462 5471 Ms N Jacobs Tel No: (021) 462 5471 or Mr M Maholwana Tel No: (021) 462 4011.

**Eastern Cape Provincial Office:** Enquiries: Mr A Ziqu Tel No: (043) 702 7007 Ms. N Dyani Tel No: (043) 702 7009 Dr M Feni Tel No (043) 702 7029 or Mr P Hattingh Tel No: (043) 702 7000.

**APPLICATIONS** : Direct your application using the address indicated below:

**Gauteng Provincial Office:** Address: The Provincial Office: Gauteng, Private Bag X6, Johannesburg, 2000 or hand deliver to 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg.

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**Free State Provincial Office:** Address: Private Bag X20578 Bloemfontein 9300, or hand deliver to Physical Address 53 Colonial Building Charlotte Maxeke Street Bloemfontein 9300.

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**Eastern Cape Provincial Office:** Address: The Provincial Office Eastern Cape, Provincial Office East London, Private Bag X 9065, East London, 5200 or hand deliver to Physical Address NO 3 Phillip Frame Road, Chiselhurst, East London, 5200.

**POST 05/74** : **GRADUATE INTERNSHIP – FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO: GI- FINANCE &SCM (X20 POSTS)**  
Duration: 24 Months

**STIPEND CENTRE REQUIREMENTS** : R7 450, 75 per month  
: National Office and All provinces  
: National Diploma or Degree in BCom SCM and BCom Law (Commercial), Logistics, Accounting, Cost Accounting, Auditing, Cost and Management Accounting, Financial Management, Public Finance, Financial Accounting, BCom Accounting

**ENQUIRIES** : **National Office:** Enquiries: Ms. S Fisher Tel No: (012) 315 4843 or Mr. T Moja Tel No: (012) 315 4847 or Mr. S Mofokeng Tel No: (012) 315 1456.  
**Gauteng Provincial Office:** Enquiries: Ms R Moabelo Tel No: (011) 332 9019, Ms V Shiburi Tel No: (011) 332 9092 or Ms M Shabangu Tel No: (011) 332 9103.  
**Mpumalanga Provincial Office:** Enquiries: Ms KN Zwane Tel No: (013) 753 9367 or Ms E Sedibe Tel No: (013) 753 9370.  
**KwaZulu-Natal Provincial Office:** Enquiries: Ms R Naicker Tel No: (031) 372 3082 or Mr M Zulu Tel No: (031) 372 3077 and Mr M Mtolo Tel No: (031) 372 3076  
**Northern Cape Provincial Office:** Enquiries: Mr T Ramoshebi Tel No: (053) 802 1342 Ms. I Mafungo Tel No: (053) 802 1369 or Switchboard Tel No: (053) 802 1300.  
**Free State Provincial Office:** Enquiries: Ms D Tladi Tel No: (051) 407 1831 or Ms B Mtileni Tel No: 051 407 1841.  
**Limpopo Provincial Office:** Enquiries: Mr T Ntsewa Tel No: (015) 287 2024 Ms S Nkoana Tel No: (015) 287 2053, Mr K Mokgohloa Tel No: (015) 287 2093.  
**North West Provincial Office:** Enquiries: Mr B Moseje Tel No: (018) 397 7057 or Mr T Bothole Tel No: (018) 397 7111.  
**Western Cape Provincial Office:** Enquiries: Ms P Paraffin Tel No: (021) 462 5471 Ms N Jacobs Tel No: (021) 462 5471 or Mr M Maholwana Tel No: (021) 462 4011.  
**Eastern Cape Provincial Office:** Enquiries: Mr A Ziqu Tel No: (043) 702 7007 Ms. N Dyani Tel No: (043) 702 7009 Dr M Feni Tel No (043) 702 7029 or Mr P Hattingh Tel No: (043) 702 7000.

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**POST 05/75**

: **GRADUATE INTERNSHIP – INTERNAL AUDIT AND FORENSIC REF NO: GI- IAF (X20 POSTS)**  
Duration: 24 Months

**STIPEND CENTRE REQUIREMENTS ENQUIRIES**

: R7 450, 75 per month  
: National Office and All provinces  
: National Diploma or Degree in Internal Audit or Accounting.  
: **National Office:** Enquiries: Ms. S Fisher Tel No: (012) 315 4843 or Mr. T Moja Tel No: (012) 315 4847 or Mr. S Mofokeng Tel No: (012) 315 1456.  
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**POST 05/76**

**GRADUATE INTERNSHIP – IT REF NO: GI – IT (X20 POSTS)**

Duration: 24 Months

**SALARY**  
**CENTRE**  
**REQUIREMENTS**  
**ENQUIRIES**

: Stipend R6 312.25 per month

: National Office and All provinces

: Certificate in A+ and N+, ITIL Foundation is an added advantage.

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