

all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen, restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court.

- ENQUIRIES** : Technical Related Enquiries: Mr S Mvuyana Tel No: (031) 372 3176
HR Related Enquiries; Ms N Naidoo Tel No: (031) 372 3176
- APPLICATIONS** : Applications can be sent via email to: Pietermaritzburg: 2025/290/OCJ@judiciary.org.za
Durban: 2025/291/OCJ@judiciary.org.za
- NOTE** : The Organization will give preference to candidates in line with the departmental employment equity goals.

SASSETA FUNDED GRADUATE INTERNSHIP PROGRAMME FOR 2025 TO 2027 (24 MONTHS)
The Office of the Chief Justice would like to invite qualifying graduates to apply to participate in an internship programme in the 2025 To 2027 financial year. Applicants must be unemployed graduates, should not have participated in an internship programme previously, and must be a South African citizen. The 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.

- APPLICATIONS** : **National Office: (Midrand):** 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
Free State: Provincial Service Centre/Free State Division of the High Court (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 Division of the High Court, Cnr President Brand and Fontein Street, Bloemfontein, 9301
Gauteng: Provincial Service 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, 2001
KwaZulu-Natal: Provincial Service Centre/Durban/Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, Cnr Somtseu & Stalwart Simelane Streets, Durban, 4000
Western Cape: Provincial Service Centre/Western Cape Division of the High Court (Cape Town): Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre, 30 Queen Victoria Street, Cape Town
- CLOSING DATE** : 21 November 2025
- NOTE** : Applications quoting the relevant reference number must be submitted on the new Z83 application form, obtainable from any Public Service Department or on www.dpsa.gov.za-vacancies/www.judiciary.org.za. Received applications using the incorrect application for employment (old Z83) will not be considered. The completed and signed form should be accompanied by a recently updated CV. Shortlisted candidates will be required to submit certified copies of: Matric certificate, academic transcripts (qualification/s with 360/480 credits as recognised by SAQA and academic record) and ID). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment

method to determine the candidate's suitability based on the post's technical and generic requirements. Candidates wishing to apply for an internship outside their area of residence must be willing to find their own accommodation and transportation considering that they will be earning a stipend. Failure to submit the requested documents/information will result in your application not being considered. Applicants will be expected to be available for assessments and selection interviews at a time, date and place as determined by the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and National Diploma should be NQF Level 6 (with 360 credits as recognised by SAQA). All appointments for internship are subject to the verification and pre-screening process. The OCJ reserves the right not to make an appointment. Correspondence will be entered into with shortlisted candidates only. Please direct your application to the relevant province and complete a separate application for each reference number.

OTHER POSTS

<u>POST 40/64</u>	:	<u>INTERNSHIP PROGRAMME ADMINISTRATION (SAJEI) REF NO: 2025/292/OCJ (X2 INTERNS)</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Public Management/Office Management/Public Management and Governance or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms P Mogale Tel No: (010) 493 2500
	:	HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689
<u>APPLICATIONS</u>	:	Applications can be sent via email to: 2025/192/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals.
<u>POST 40/65</u>	:	<u>INTERNSHIP PROGRAMME COURT ADMINISTRATION SERVICES (LEGAL)</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	Gauteng Division of the High Court: Pretoria Ref No: 2025/293/OCJ (X1 Intern) Land Court: Randburg Ref No: 2025/294/OCJ (X1 Intern) Gauteng Division of the High Court: Johannesburg, Ref No: 2025/295/OCJ (X1 Intern) Labour and Labour Appeals Court: Braamfontein, Ref No: 2025/296/OCJ (X1 Intern)
<u>REQUIREMENTS</u>	:	Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	HR Enquiries: Ms L Netshitomboni Tel No: (010) 494 8520 Technical Enquiries Ms N Shandu Tel No: (010) 012 315 7602 (Pretoria) Ms R Bramdaw Tel No: (010) 494 8486 (Johannesburg) Ms N Mhlambi Tel No: (010) 493 5392/5670 (Randburg) Ms T Nzimande Tel No: (010) 494 9238 (Braamfontein)
<u>APPLICATIONS</u>	:	Applications can be sent via email to: Gauteng Division of the High Court: Pretoria, Ref No: 2025/293/OCJ@judiciary.org.za Land Court: Randburg, Ref No: 2025/294/OCJ@judiciary.org.za Gauteng Division of the High Court: Johannesburg, Ref No: 2025/295/OCJ@judiciary.org.za Labour and Labour Appeals Court: Braamfontein, Ref No: 2025/296/OCJ@judiciary.org.za
<u>POST 40/66</u>	:	<u>INTERNSHIP PROGRAMME COURT ADMINISTRATION SERVICES LEGAL</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	Western Cape Division of the High Court Ref No: 2025/297/OCJ (X1 Intern) Labour and Labour Appeals Court: Cape Town Ref No: OCJ 2025/298/OCJ (X1 Intern)
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Public Administration / Management or a relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

<u>ENQUIRIES</u>	:	Mr S Hlongwane Tel No: (021) 429 4029
<u>APPLICATIONS</u>	:	Applications can be sent via email to: Gauteng Division of the High Court: Pretoria, Ref No: 2025/297/OCJ@judiciary.org.za
	:	Land Court: Randburg, Ref No: 2025/298/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals
<u>POST 40/67</u>	:	<u>INTERNSHIP PROGRAMME COURT ADMINISTRATION SERVICES LEGAL</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	Durban High Court Ref No: 2025/299/OCJ (X1 Intern)
	:	Labour Court Durban Ref No: 2025/300/OCJ (X1 Intern)
	:	Pietermaritzburg High Court Ref No: 2025/301/OCJ (X1 Intern)
<u>REQUIREMENTS</u>	:	Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	HR Related Enquiries, Ms N Naidoo Tel No: (031) 372 3176
<u>APPLICATIONS</u>	:	Applications can be sent via email to: Durban High Court, 2025/299/OCJ@judiciary.org.za
	:	Labour Court Durban, Ref No: 2025/300/OCJ@judiciary.oeg.za
	:	Pietermaritzburg High Court, 2025/301/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals
<u>POST 40/68</u>	:	<u>INTERNSHIP PROGRAMME PUBLIC ADMINISTRATION REF NO: 2025/302/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	KZN Provincial Service Centre (Durban)
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Public Management/Office Management/Public Management and Governance or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1721
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2025/302/OCJ@judiciary.org.za
<u>POST 40/69</u>	:	<u>INTERNSHIP PROGRAMME COURT ADMINISTRATION SERVICES (LEGAL) REF NO: 2025/303/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	Free State Division of the High Court (Bloemfontein)
<u>REQUIREMENTS</u>	:	Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR Enquiries: Ms N de la Rey Tel No: (051) 492 4585
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/303/OCJ@judiciary.org.za
<u>POST 40/70</u>	:	<u>INTERNSHIP PROGRAMME: ADMINISTRATION REF NO: 2025/304/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	Free State High Court: Bloemfontein
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Public Management /Public Administration or a relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical/HR Enquiries: Ms N de la Rey Tel No: (051) 492 4585
<u>NOTE</u>	:	Applications can be sent via email at 2025/304/OCJ@judiciary.org.za