

THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

INTERNSHIP PROGRAMME 2018/19

The Department of Justice and Constitutional Development (DOJ&CD) is offering TVET Experiential Learning and Internship opportunities to provide South African matriculants and graduates with the opportunity to gain workplace experience in the field that they have studied. 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.

Centre/Region	Programmes and Reference Numbers	Qualification required	Number of interns	Duration	Stipend
National Office	ISM TVET Ref No: ISM1/TVET	TVET N6 Certificate in Information Technology	5	18 Months	R4000.00
	PEC TVET Ref No: PEC1/TVET	TVET N6 Certificate in Communication Studies, Public Relations and Journalism	5		
	Human Resources TVET Ref No: HR1/TVET	TVET N6 Certificate in Human Resource management	5		
	Finance TVET Ref No: FIN1/TVET	TVET N6 Certificate in Financial Management and Finance Economics and Accounting	10		
	Administration TVET Ref No: ADM1/TVET	TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration	10		
	Candidate Attorney (State Attorney's Office) Bloemfontein Ref: CA 1/No x2, Cape Town Ref: CA 2/ No x3, Durban Ref: CA3/No x3, Mahikeng Ref: CA 4/No x2, Mthatha Ref: CA 5/No x3, East London Ref: CA 6/No x3, Port Elizabeth Ref: CA 7/No x2, Johannesburg Ref: CA 8/No x3, Pretoria Ref: CA 9/No x6, Polokwane Ref: CA 10/ No x2, Thohoyandou Ref: CA 11/No x1	LLB		30	24 Months
TOTAL			65		
Limpopo	Human Resources TVET Nebo Ref: HR1/No x1, Groblersdal Ref No: HR 2/No x1, Moutse Ref: HR 3/No x1	TVET N6 Certificate in Human Resource management	3	18 Months	R4000.00
	Finance TVET Vuwani Ref: FIN1/No x1, Sekgosele Ref: FIN2/No x1, Sikhukhune Ref: FIN3/No x1, Praktiseer Ref: FIN4/No x1 Giyane Ref: FIN5/No x1, Dzanani Ref: FIN6/No x1, Bela-bela Ref: FIN7/No x1, Northam Ref: FIN8/No x1	TVET N6 Certificate in Financial Management and Finance Economics and Accounting	8		
	Administration TVET Hlanganani Ref: ADM1/No x1, Malamulele Ref: ADM2/No x1, Bolobedu Ref: ADM3/No x1, Tshitale Ref: ADM4/No x1, Tiyani Ref: ADM5/No x1, Nebo Ref: ADM6/No x1, Thabamooop Ref: ADM7/No x1, Groblersdal Ref: ADM8/No x1, Moutse Ref: ADM9/No x1, Thohoyandou Ref: ADM10/No x1, Louis Trichardt Ref: ADM11/No x1, Musina Ref: ADM12/No x1, Mutale Ref: ADM13/No x1, Tshilwawhusiku Ref: ADM14/No x1, Ellisras Ref: ADM15/No x1, Phalala Ref: ADM16/No x1, Thabazimbi Ref: ADM17/No x1, Mookgopong Ref: ADM18/No x1, Modimolle Ref: ADM19/No x1, Namakgale Ref: ADM20/No x1, Phalaborwa Ref: ADM21/No x1, Bochum Ref: ADM22/No x1, Mokerong Ref: ADM23/No x1	TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration	23		
TOTAL			34		
Mpumalanga	Human Resources TVET Ref No: HR3/TVET/No x4	TVET N6 Certificate in Human Resource management	30	18 Months	R4000.00
	Finance TVET Ref No: FIN13/TVET/No x4	TVET N6 Certificate in Financial Management and Finance Economics and Accounting			
	Administration TVET Regional office Ref: ADM1/No x6, Mbombela Ref: ADM2/No x2, Eerstehoek Ref: ADM3/No x2, Nsikazi Ref: ADM4/No x2, Moiddelbur Ref: ADM5/No x2, Witbank Ref: ADM6/No x2, Barberton Ref: ADM7/No x2, Mdujtjana Ref: ADM8/No x2, Evander Ref: ADM9/No x2	TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration			
TOTAL			30		
Gauteng	Human Resources TVET Ref No: HR4/TVET	TVET N6 Certificate in Human Resource management	30	18 Months	R4000.00
	Finance TVET Ref No: FIN4/TVET	TVET N6 Certificate in Financial Management and Finance Economics and Accounting			
	Administration TVET Ref No: ADM4/TVET	TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration			
TOTAL			30		
North West	Human Resources TVET Ref No: HR5/TVET	TVET N6 Certificate in Human Resource management	34	18 months	R4000.00
	Finance TVET Ref No: FIN5/TVET	TVET N6 Certificate in Financial Management and Finance Economics and Accounting			
	Administration TVET Ref No: ADM5/TVET	TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration			
TOTAL			34		



Centre/Region	Programmes and Reference Numbers	Qualification required	Number of interns	Duration	Stipend
Free State	Human Resources TVET Ref No: HR6/TVET/No x6	TVET N6 Certificate in Human Resource management	30	18 Months	R4000.00
	Finance TVET Ref No: FIN6/TVET/No x6	TVET N6 Certificate in Financial Management and Finance Economics and Accounting			
	Administration TVET Regional Office Ref: ADM1/No x3, Bloemfontein Ref: ADM3/No x3, Thaba Nchu Ref: ADM4/No x2, Bethlehem Ref: ADM4/No x3, Welcom Ref: ADM5/No x3, Phuthaditjhaba Ref: ADM6/No x2, Kroonstad Ref: ADM7/No x2	TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration			
	TOTAL		30		
Northern Cape	Human Resources TVET Ref No: HR7/TVET	TVET N6 Certificate in Human Resource management	30	18 Months	R4000.00
	Finance TVET Ref No: FIN7/TVET	TVET N6 Certificate in Financial Management and Finance Economics and Accounting			
	Administration TVET Ref No: ADM7/TVET	TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration			
	TOTAL		30		
Western Cape	Human Resources TVET Ref No: HR7/TVET/No x3	TVET N6 Certificate in Human Resource management	25	18 Months	R4000.00
	Finance TVET Ref No: FIN7/TVET/No x2	TVET N6 Certificate in Financial Management and Finance Economics and Accounting			
	Administration TVET Regional office Ref No: ADM1/No x3, Warrenton Ref No: ADM2/No x13, Gakeshewe Ref: ADM3/No x1, Kimberley Ref: ADM4/No x2, Kathu Ref: ADM5/No x1, Olifantshoek Ref: ADM6/No x1, Kudumane Ref: ADM7/No x1, Kurumane Ref: ADM8/No x1, Kakamas Ref: ADM9/No x1, S[ringbok Ref: ADM10/No x1, Jan Kempdorp Ref: ADM11/No x1, Hopetown Ref: ADM12/No x1, Calvinia Ref: ADM13/No x1, Prieska Ref: ADM14/No x1, Hartswater Ref: ADM15/No x1, Pampierstad Ref: ADM16/No x1, Carnarvon/Williston/Stutherland Ref: ADM17/No x1	TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration			
	TOTAL		25		
Eastern Cape	Human Resources TVET Ref No: HR9/TVET	TVET N6 Certificate in Human Resource management	40	18 Months	R4000.00
	Finance TVET Ref No: FIN9/TVET	TVET N6 Certificate in Financial Management and Finance Economics and Accounting			
	Administration TVET Ref No: ADM9/TVET	TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration			
TOTAL			40		
Kwazulu Natal	Human Resources TVET Ref No: HR10/TVET	TVET N6 Certificate in Human Resource management	20	18 Months	R4000.00
	Finance TVET Ref No: FIN10/TVET	TVET N6 Certificate in Financial Management and Finance Economics and Accounting			
	Administration TVET Ref No: ADM10/TVET	TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration			
TOTAL			20		
OVERALL TOTAL			330		

CLOSING DATE: 22 October 2018

REQUIREMENTS: Applicants that wish to apply for internship must have the above mentioned qualifications. Applications must be submitted on a 283 form, obtainable from any Public Service Department, stating the field in which the Interns is applying for, a CV together with certified copies of qualifications as well as Identity document. Failure to submit the required documents will result in the application not being considered.

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.

WHO SHOULD APPLY?

Unemployed South African matriculants and graduates, with a tertiary qualification in one of the above mentioned fields of study, who has not been previously employed under any internship programme.

NOTE: These internships are based in all the Regions. Candidates that wish to apply for internship outside their respective Regions must be

willing and able to find their own accommodation considering that they will not earn a salary but only a stipend.

NB: These work integrated learning (internships) are based in all the Regions. Applicants are encouraged to apply for the work integrated learning (internship) in their respective Regions.

NOTE: Separate applications must be made for each Regional/National Office which you are applying for and quoting the relevant reference number for the centre of your choice

DIRECT YOUR APPLICATION TO THE AREA OF CHOICE AT POSTAL ADDRESSES INDICATED BELOW:

NATIONAL OFFICE: The Director-General: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. Ms. Samantha Fisher (012) 315 4843/ Mr. Tokelo Moja (012) 315 4847

GAUTENG: The Regional Head, Private Bag X6, Johannesburg, 2000. OR

Physical address: 7th floor, Regional Office - Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers, Corner Pritchard and Krus Street. For enquiries: Mr. S. Mthombeni (011) 332 9013/ Ms Mamsy Shabangu (011) 332 9103.

MPUMALANGA: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, Fourth Floor Room 4.26, 24 Brown Street, Nedbank Centre, Nelspruit. For enquiries: Ms. Bongi Masilela (013) 753 9370/ Ms. Ester Sedibe (013) 753 9300.

KWAZULU-NATAL: The Regional Head, Private Bag X54372, DURBAN, 4000 or Physical Address: Recruitment, First Floor, 2 Devonshire Place, Durban. For enquiries: Ms. Y. de Bruin (031) 3079 3079/Mr. M. Zulu (031) 372 3077

NORTHERN CAPE: 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. For enquiries: Ms. Lebogang Swartz (053) 802 1317/ Ms Iren Mafungo (053) 802 1369.

FREE STATE: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or Physical address: 53 Colonial

Building, Charlotte Maxeke Street, Bloemfontein, 9300. For enquiries: Mr. Teboho Manaka (051) 407 1832/ Ms. Dikeledi Letsela (051) 407 1855

LIMPOPO: The Regional Head, Department of Justice & Constitutional Development, Private Bag x 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700. For enquiries: Mr. Sepolonko Nkoana (015) 287 2053/Funzani Mundzanani 2024

NORTH WEST: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver at 22 Molopo Road, Ayob Gardens, Mafikeng. Ms. Gomolemo Tshegetso (018) 397 7070

WESTERN CAPE: The Regional Head, Department of Justice: Private Bag X 9171, CAPE TOWN 8000 or physical address: 30 Queen Victoria Street, 5th Floor CAPE TOWN. For enquiries: Mr. Happy Mzaca (021) 462 5271/Monwabisi Maholwana (021) 469 4011

EASTERN CAPE: The Regional Head, Private Bag X9063, East London, 5200 OR Physical address: 3 Phillip Frame Road, East London. For enquiries: Ms. Nandipha Mgweba (043) 721 2693/ Musia Thompho (043) 702 7010

