

# THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT LEARNERSHIPS AND INTERNSHIPS 2016 /2017



The Department of Justice and Constitutional Development (DOJ&CD) is offering 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.

CENTRES / REGIONS	PROGRAMMES AND REFERENCE NUMBERS	QUALIFICATIONS REQUIRED	INTERNS / LEARNERS REQUIRED	DURATION	STIPEND
National Office	<b>Pretoria: Human Resources TVET</b> Reference Number :- HR1/TVET	TVET N6 Certificate	36	18 Months	R2500.00
	<b>Pretoria: Finance TVET</b> Reference Number :- FIN1/TVET				
	<b>Pretoria: Administration TVET</b> Reference Number :- ADM1/TVET				
	<b>Port Elizabeth Masters Office</b> <b>Administration TVET: Ref: MAS/TVET</b>				
	<b>Graduate Interns</b> Reference Number :- GI1/NO	National Diploma or Bachelor's Degrees NQF Level 6/7 in Library/ information science	2	12 Months	R4000.00
	<b>Candidate Attorney</b> (State Attorney's Office) Johannesburg Ref :- CA1/NO x23, Cape Town Ref :- CA2/NO x10, Pretoria Ref :- CA3/NO x10, Durban Ref :- CA4/NO x10, Polokwane Ref :- CA5/NO x5, Mafikeng Ref :- CA6/NO x3, Mthatha Ref :- CA8/NO x3, Bloemfontein Ref :- CA9/NO x3, Port Elizabeth Ref :- CA10/NO x3	LLB	70	24 Months	R4000.00
<b>Paralegal unemployed Learnership</b> (state attorney's Office) Johannesburg Ref :- PL1/NOJ x10, Cape Town Ref :- PL1/NOCT x4, Pretoria Ref :- PL1/NOPTA x5, Durban Ref :- PL1/NOD x4, Mafikeng Ref :- PL1/NOMF x4, Port Elizabeth Ref :- PL1/NOPE x3, Mthatha Ref :- PL1/NOM x4, Bloemfontein Ref :- PL1/NOB x1, Thohoyandou Ref :- PL1/NOT x1, East London Ref :- PL1/NOEL x6,	Grade 12 (Senior Certificate)	42	12 Months	R2500.00	
Limpopo	<b>Human Resources TVET</b> Reference Number :- HR2/TVET	TVET N6 Certificate	45	18 Months	R2500.00
	<b>Finance TVET:-</b> Reference Number:- FIN2/TVET				
	<b>Administration TVET</b> Reference Number :- ADM2/TVET				
	<b>Graduate Interns:-</b> <b>Human Resources</b> Reference Number :- HR2/GI	National Diploma or Bachelor's Degrees NQF Level 6/7	15	12 Months	R4000.00
	<b>Finance</b> Reference Number :- FIN2/GI				
	<b>Administration</b> Reference Number :- ADM2/GI				
	<b>Legal Administration</b> Reference Number :- LA2/GI				
<b>Paralegal unemployed Learnership</b> (Limpopo Regional Office) Reference Number :- PL2/LP	Grade 12 (Senior Certificate)	8	12 Months	R2500.00	
Mpumalanga	<b>Human Resources TVET</b> Reference Number :- HR3/TVET	TVET N6 Certificate	25	18 Months	R2500.00
	<b>Finance TVET:-</b> Reference Number :- FIN3/TVET				
	<b>Administration TVET</b> Reference Number :- ADM3/TVET				
	<b>Graduate Interns:-</b> <b>Human Resources</b> Reference Number :- HR3/GI	National Diploma or Bachelor's Degrees NQF Level 6/7	20	12 Months	R4000.00
	<b>Finance</b> Reference Number :- FIN3/GI				
	<b>Administration</b> Reference Number :- ADM3/GI				
<b>Legal Administration</b> Reference Number :- LA3/GI					

Tel: 012 315 1111 Private Bag X81, Pretoria, 0001 Momentum Centre, 329 Pretorius Street, Pretoria

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Department:  
Justice and Constitutional Development  
REPUBLIC OF SOUTH AFRICA



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Gauteng	Human Resources TVET Reference Number :- HR4/TVET	TVET N6 Certificate	100	18 Months	R2500.00
	Finance TVET:- Reference Number :- FIN4/TVET				
	Administration TVET Reference Number :- ADM4/TVET				
North West	Human Resources TVET Reference Number :- HR5/TVET	TVET N6 Certificate	30	18 months	R2500.00
	Finance TVET:- Reference Number :- FIN5/TVET				
	Administration TVET Reference Number :- ADM5/TVET				
	Graduate Interns:- Human Resources Reference Number :- HR5/GI	National Diploma or Bachelor's Degrees NQF Level 6/7	20	12 Months	R4000.00
	Finance Reference Number :- FIN5/GI				
	Administration Reference Number :- ADM5/GI				
	Legal Administration Reference Number :- LA5/GI				
Paralegal unemployed Learnership (North West Regional Office) Reference Number :- PL5/NW	Grade 12 (Senior Certificate)	9	12 Months	R2500.00	
Free State	Human Resources TVET Reference Number :- HR6/TVET	TVET N6 Certificate	43	18 Months	R2500.00
	Finance TVET:- Reference Number :- FIN6/TVET				
	Administration TVET Reference Number :- ADM6/TVET				
	Graduate Interns: Human Resources Reference Number :- HR6/GI	National Diploma or Bachelor's Degrees NQF Level 6/7	30	12 Months	R4000.00
	Finance Reference Number :- FIN6/GI				
	Administration Reference Number :- ADM6/GI				
	Legal Administration Reference Number :- LA6/GI				
Paralegal unemployed Learnership (Free State Regional Office) Reference Number :- PL6/FS	Grade 12 (Senior Certificate)	10	12 Months	R2500.00	
Northern Cape	Human Resources TVET Reference Number :- HR7/TVET	TVET N6 Certificate	26	18 Months	R2500.00
	Finance TVET:- Reference Number :- FIN7/TVET				
	Administration TVET Reference Number :- ADM7/TVET				
	Graduate Interns:- Human Resources Reference Number :- HR7/GI	National Diploma or Bachelor's Degrees NQF Level 6/7	15	12 Months	R4000.00
	Finance Reference Number :- FIN7/GI				
	Administration Reference Number :- ADM7/GI				
	Legal Administration Reference Number :- LA7/GI				
Paralegal unemployed Learnership (Northern Cape Regional Office) Reference Number :- PL7/NC	Grade 12 (Senior Certificate)	9	12 months	R2500.00	

CENTRES / REGIONS	PROGRAMMES AND REFERENCE NUMBERS	QUALIFICATIONS REQUIRED	INTERNS / LEARNERS REQUIRED	DURATION	STIPEND
Western Cape	Human Resources TVET Reference Number :- HR8/TVET	TVET N6 Certificate	14	18 Months	R2500.00
	Finance TVET:- Reference Number :- FIN8/TVET				
	Administration TVET Reference Number :- ADM8/TVET				
	Graduate Interns:- Human Resources Reference Number :- HR8/GI	National Diploma or Bachelor's Degrees NQF Level 6/7	20	12 months	R4000.00
	Finance Reference Number :- FIN8/GI				
	Administration Reference Number :- ADM8/GI				
	Paralegal unemployed Learnership (Western Cape Regional Office) Reference Number :- PL8/WC	Grade 12 (Senior Certificate)	8	12 Months	R2500.00
Eastern Cape	Human Resources TVET Reference Number :- HR9/TVET	TVET N6 Certificate	40	18 Months	R2500.00
	Finance TVET:- Reference Number :- FIN9/TVET				
	Administration TVET Reference Number :- ADM9/TVET				
	Graduate Interns:- Human Resources Reference Number :- HR9/GI	National Diploma or Bachelor's Degrees NQF Level 6/7	20	12 months	R4000.00
	Finance Reference Number :- FIN9/GI				
	Administration Reference Number :- ADM9/GI				
	Legal Administration Reference Number :- LA9/GI				
Paralegal unemployed Learnership (Eastern Cape Regional Office) Reference Number :- PL9/EC	Grade 12 (Senior Certificate)	5	12 Months	R2500.00	
Kwazulu Natal	Human Resources TVET Reference Number :- HR10/TVET	TVET N6 Certificate	20	18 Months	R2500.00
	Finance TVET:- Reference Number :- FIN10/TVET				
	Administration TVET Reference Number :- ADM10/TVET				
	Graduate Interns:- Human Resources Reference Number :- HR10/GI	National Diploma or Bachelor's Degrees NQF Level 6/7	8	12 Months	R4000.00
	Finance Reference Number :- FIN10/GI				
	Administration Reference Number :- ADM10/GI				
	Legal Administration Reference Number :- LA10/GI				
Paralegal unemployed Learnership (Kwazulu Natal Regional Office) Reference Number :- PL10/KZN	Grade 12 (Senior Certificate)	9	12 Months	R2500.00	
<b>OVERALL TOTAL: 699</b>					

**CLOSING DATE: 21 December 2016**

Requirements: Applicants that wish to apply for internship must have the above mentioned qualification column. Applicants must be submitted on a Z83 form, obtainable from any Public Service Department, stating the field to which the Interns is applying from the above list, a CV together with certified copies of matriculation certificate and certificates, transcripts as well as Identity document. Failure to submit 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.

**NOTE:** All State Attorney and Masters Office Internship/learner-ship applications must be directed to National Office quoting relevant reference number for office applying for.

**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 Kruis Street. **For enquiries:** Mr. S. Mthombeni (011) 332 9013.

**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. Bongile Masilela (013) 753 9370.

**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/Mr. M. Zulu (031) 372 3079/3077.

**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) 8021317.

**FREE STATE:** The Regional Head, Private Bag X20578, Bloemfontein, 9300 or Physical address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300. For enquiries: 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/Funzani Mundzanani (015) 287 2053/2024.

**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: Mezzanine floor Plein Park Building, Plein Street, Cape Town. **For enquiries:** Mr. N. Luddy (021) 462 5471.

**EASTERN CAPE:** The Regional Head, Private Bag X9065, East London, 5200 OR Physical Address 3 Phillip Frame Road, East London. **For enquiries:** Mr. P. Hattingh (043) 721 2212 / (043) 702 7128