



OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a National Department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person are required to capacitate the Office:

REFERENCE : 2016/122/OCJ

POST : USHER MESSENGER

CENTRE : LABOUR COURT (DURBAN)

LEVEL : 3

SALARY : R 100 545 – R 118 440 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Adult Basic Education and Training Course Level 4/Grade 9;
- One year appropriate knowledge and experience;
- The ability to read and write;
- **A driver's license (Code 08) will serve as an advantage.**

KEY RESPONSIBILITY AREAS:

- Escort judges to court;
- Achieve the necessary silence and call the people in court to attention when the judge enters or leave the courtroom;
- Be present in court during the session;
- Hand exhibits to the judge for examination;
- Make copies of court rolls and circulate according to distribution list;
- General messenger duties;
- Collection and distribution of post, parcels, files and other documents;
- Faxing documents and receiving of faxes;
- Photocopying of official documents and assist with the licensing and maintenance of judge's vehicles.

ENQUIRIES: Ms. Paulina Chauke ☎ (011) 335 0392

APPLICATIONS: Quoting the relevant reference number, direct your application to: Provincial Head, OCJ Service Centre, Gauteng, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court Of South Africa: Gauteng Local Division: Johannesburg, 12th floor, Cnr. Prichard and Kruis Street: Johannesburg.

CLOSING DATE: **20 May 2016**

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa, 1996 and the staffing policy of the Public Service broadly will be taken into consideration. Applications must be submitted on Form Z83, obtainable from any Public Service Department. A Z83 & CV must be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered.

The Office of the Chief Justice 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 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

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.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

We welcome applications from persons with disAbilities

