



**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 : 2016/284/OCJ

POST : CHIEF MESSENGER

CENTRE : HIGH COURT OF SOUTH AFRICA GAUTENG LOCAL DIVISION:
JOHANNESBURG

LEVEL : 4

SALARY : R 119 154.00 – R 140 361.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- One to two years court experience;
- Ability to read and write;
- A valid driver's licence (code 08) will be an added advantage

SKILLS AND COMPETENCIES:

- Communication skills (verbal and written);
- Good interpersonal relations;
- Ability to work under pressure.

KEY RESPONSIBILITY AREAS:

- Escort Judges to court;
- Supervise the section;
- 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 the 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 Judges vehicles.

ENQUIRIES: Ms S Mnisi 📞 (011) 335 0284

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Provincial Head, Office of the Chief Justice, Private Bag X 07, JOHANNESBURG 2000. Applications can also be hand delivered to High Court of South Africa, Gauteng local Division, 12th Floor; Cnr. Prichard and Kruijs Street: Johannesburg.

CLOSING DATE: **30 SEPTEMBER 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.

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

