



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 3 September 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: : 2015/107/KZN/OCJ

POST : FOOD SERVICE AID ASSISTANT

CENTRE : KWAZULU NATAL HIGH COURT: PIETERMARITZBURG

SALARY : R87 330.00 -R102 873.00 per annum The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Adult Basic Education and Training Course Level 4/Grade 10
- Two year appropriate knowledge and experience as Food Aid Assistant;
- Good verbal communication; Must be responsible and have good work ethics

DUTIES:

- Preparation of the Boardroom, Interview room, prior to meetings (filing of water jugs etc);
- Responsible for the safekeeping of all glassware within the abovementioned rooms;
- Making tea for Judge's;
- Collecting of post and documents and the distribution thereof internally;
- Distribution of incoming facsimiles;
- And perform any other duty assigned to you by the Registrar; Area Court Manager and Judge's.

ENQUIRIES: Ms KB Ngubo ☎ 033 3458211

APPLICATIONS: Quoting the relevant reference number, direct your application to: Office of the Area Court Manager, Kwazulu-Natal High Court Pietermaritzburg, Private Bag X9014, Pietermaritzburg, 3200
OR Physical address: 301 Church Street, KwaZulu-Natal High Court Pietermaritzburg, Pietermaritzburg 3201


CLOSING DATE: 26 JUNE 2015

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 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 SA, 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. Successful candidates may be required to undergo security clearance.

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 

HEAD: INTERGRATED HUMAN RESOURCES