



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: : 2015/108/OCJ

POST : DRIVER/ MESSENGER

CENTRE : NATIONAL OFFICE: OFFICE OF THE SECRETARY-GENERAL

SALARY : R 123 738 –R 145 758 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- National Senior Certificate or equivalent qualification
- Good communication skills (verbal and written)
- Valid Code 08 (EB) driver's license (PDP will be an added advantage)
- Relevant experience will be an advantage

DUTIES:

- Perform driving/messenger tasks of routine and simplistic nature
- Collect, distribute, ensure proper and secure control over movement of documents
- Collect and deliver post, parcels, files, and other documentation to internal and external stakeholders as may be directed
- Transport employees/officials to different destinations
- Handle routine and ad-hoc administrative tasks relevant to the execution of the function; i.e. collect office consumables. Assist with preparation and archiving of files
- Maintain accurate and up to date schedule trip sheets; i.e. log official trips, daily mileage, fuel consumption
- Perform any other addition tasks as required by the Secretary-General

- Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times,
- Report accidents and identified defects timeously and compile vehicle condition reports and other records required by Management.
- Keep vehicle clean and in good condition.

ENQUIRIES: Ms. C Gideon ☎ (011) 838 2010

APPLICATIONS: Quoting the relevant reference number, direct your application to:

The Director: Integrated Human Resource Management, Office of the Chief Justice, Private Bagx10, Marshalltown 2000, Applications can also be hand delivered to the Office of Human Resource Management, 13th floor, Edura House 41 Fox Street, Johannesburg


CLOSING DATE: **26 JUNE 2015**

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. 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 

**CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE
MANAGEMENT**