



**REPUBLIC OF SOUTH AFRICA
OFFICE OF THE CHIEF JUSTICE**

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: 2015/68/KZN

POST: SECURITY OFFICER

CENTRE: KWA ZULU NATAL HIGH COURT

PACKAGE: R87 330.00 – R 102 873.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 10 or equivalent qualification;
- Two years security related experience;
- Registration with PSIRA;
- At least Grade C accredited ;
- Knowledge of Minimum Information Security Standards (MISS) and the following legislations:
- Control of Access to Public Premises Act;
- Occupational health and Safety Act;
- Valid driver's licence will be an added advantage.

SKILLS AND COMPETENCIES:

- Computer skills;
- Application of Security measures;
- Security Officer's Training;
- Knowledge of Access Control Room measures;
- Good communication(Verbal and written) skills;
- Problem solving and decision making skills;
- Interpersonal relations;
- People management skills;
- Analytical thinking skills;
- Planning, Organising and Controlling skills.

DUTIES:

- Security Control Room Operations,
- Perform access control functions,
- Ensure and protect Departmental documents and stores and ensure that it does not leave or enter the building premises unauthorized,
- Ensure safety in Departmental buildings and or premises,
- Rendering access control services at all security controlled areas,
- Implementation of Safety Regulations.

ENQUIRIES: Ms K Marais ☎ 031-362 5800

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

The Acting Provincial Head, Private Bag X 54372, DURBAN, 4000 OR
PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, 2
Devonshire Place, Smith Street, DEVONSHIRE, DURBAN,
4001


CLOSING DATE: 15 May 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 EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR 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 MANAGMENT