



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 is required to capacitate the Office:

REFERENCE: 2015/41/KZN

POST: USHER MESSENGER

CENTRE: KWA ZULU NATAL HIGH COURT: DURBAN

PACKAGE: R 87 330.00 –R 102 873.00 (All inclusive). 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:

- Usher duties in court
- Ensure that the court room is in order before court begins
- Ensure that files, exhibits, etc. are taken to court before the court is in session and return same to the judge's chambers and other sections, eg. To the typist for typing of court orders.
- To serve as a messenger to the judges.
- Duty at judge's entrance when required.
- All post duties to and from pot office as well as within the office of the High Court.
- Assist with photocopying and keep record of copies made.
- Distribute court rolls to judges, court etc.
- Assist with the filling of court records and documents in the archives
- Assist with writing up index books when required.
- Relief switchboard.
- Draw requested files on a daily basis

ENQUIRIES: Ms. K Marais 📞 (031) 362 5823

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: 20 March 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 

CHIEF DIRECTOR: CORPORATE SERVICES: HR