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 persons are required to capacitate the Office:

POST NUMBER:	**2015/24/GLDJ**
POST:	**USHER MESSENGER (1 POST)**
DIVISION:	**GAUTENG LOCAL DIVISION JOHANNESBURG**
SALARY RANGE:	R 87 330.00 –R 102 873.00 PER ANNUM. 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:

- Escort judges to court;
- 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 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 judge's vehicles.

ENQUIRIES: **Ms. O Netshitombeni**☎ (011) 332 9000

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

Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X06, Johannesburg, 2000 or Physical Address: Schreiner Chambers, 7th floor: OCJ Gauteng Service Centre, Cnr. Prichard and Kruis Street: Johannesburg.

CLOSING DATE: **20 February 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 Department of 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.

People with disability are encouraged to apply.

HEAD: INTERGRATED HUMAN RESOURCES