

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Office of the Chief Justice (OCJ) Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department. Women and People with Disabilities are encouraged to apply.

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The OCJ Provincial Head: Office of the Chief Justice, Private Bag X11249, Nelspruit, 1200. Applications can also be hand delivered to: Office of the Chief Justice Provincial Centre, 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit.
- CLOSING DATE** : 26 October 2018
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted. Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis.

OTHER POSTS

- POST 41/87** : **COURT MANAGER REF NO: 2018/272/OCJ**
- SALARY** : R697 011 – R821 085 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mbombela High Court
- REQUIREMENTS** : A three year National Diploma/ Bachelor's degree in Management/ Administration or equivalent qualification, 6 - 8 years' relevant experience of which 3 years' should be at a supervisory level. A valid driver's license. Knowledge of Human Resource Management capability. Knowledge of financial, assets and supply chain management. Knowledge of case flow management. Understanding the facilities and security management. Skills and Competencies: Effective communication skills (verbal and written); Computer literacy, good interpersonal skills, problem solving skills, conflict management skills, time management and ability to work under pressure.
- DUTIES** : Co-ordinate and manage financial and human resources of the office; be responsible for strategic and business planning processes. Manage the physical resources, information and communication related to courts. Implement the departmental policies on courts. Compile and analyse court statistics to show performance and trends. Provide case tracking services to the Judiciary. Compile annual performance and statutory reports to the relevant users. Lead and manage the transformation of the office; Manage strategic projects intended to improve court management. Manage communication with internal stakeholders. Manage PMDS of junior staff members.
- ENQUIRIES** : Mr MV Maeko Tel No: (013) 753 9337
- POST 41/88** : **OFFICE MANAGER REF NO: 2018/273/OCJ**
- SALARY** : R356 289 – R419 679 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mbombela High Court
- REQUIREMENTS** : A three year National Diploma/ Bachelor degree or equivalent qualifications. 3 to 5 years managerial experience. Knowledge of the Public Service and working of

- Government, driver's license, Skills and Competencies: computer literacy, report writing skills and planning skills. Excellent communication skills, interpersonal relations, strategic thinking and project management skills. Problem solving and decision making. Ability to work independently and professionally. Understanding confidentiality in government, policy analysis and implementation.
- DUTIES** : Support the Judge President in communicating with all stakeholders. Management and supervision of Judges' support staff and related matters. Manage logistical arrangement for integrated meetings and operations. Oversee the administration and follow up on the Judge President instructions to ensure prompt execution by relevant branches. Liaise with the Office of the Chief Justice and Heads of court, senior managers, judges, national office, legal professionals bodies and other stakeholders with regard to matters emanating from the office of the Judge President. Maintain a clear communication channel to both internal and external stakeholders. Prepare presentation and briefing notes for the Judge President and disseminate complex information to all branch heads; compile, analyse, and report progress on monthly and quarterly basis, Memoranda regarding all matters related to the judge president. Ensure the correct applications of regulations, resolutions, policies or any other legal source of directive related to the special fields.
- ENQUIRIES** : Mr MV Maeko Tel No: (013) 753 9337
- POST 41/89** : **LAW RESEARCHER REF NO: 2018/274/OCJ (X2 POSTS)**
- SALARY** : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mbombela High Court
- : A four (4) year legal qualification. A minimum of 1 years' post-qualification work experience in legal research. Knowledge of electronic information resource and online retrieval. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy, research capabilities, Administrative and organizational skills. Problem solving and planning skills, Decision making skills and Time management skills Customer service orientated and assertiveness. Attention to detail, initiative, ability to remain calm, work under pressure and meet deadlines. Problem solving skills, Interpersonal relations and decisive where appropriate.
- DUTIES** : Conduct legal research as directed by Judges. Maintain a repository of research products. Ensure the effective and efficient use of legal materials allocated to the court. Proofreading and citation checking of all draft judgements. Prepare draft speeches and or papers for local and international conferences where so requested. Alert Judges of new developments in the law.
- ENQUIRIES** : Mr MV Maeko Tel No: (013) 753 9337
- POST 41/90** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2018/277/OCJ**
- SALARY** : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Mbombela High Court
- : Grade 12 and an appropriate National Diploma/ Degree qualification in Business Administration or related field; 2-3 years working experience in administration; a valid driver's licence will be an added advantage. Skills and Competencies: Planning and organising skills; customer services oriented; decision making skills; Good communication skills (verbal and written); Computer literacy; good interpersonal skills; and ability to work under pressure.
- DUTIES** : Provision of support on the Case flow Management; Render administrative services within the office; Asset management; provide financial and supply chain management services in the office; Attend to other related duties as assigned by the office.
- ENQUIRIES** : Mr MV Maeko Tel No: (013) 753 9337
- POST 41/91** : **PRINCIPAL COURT INTERPRETER REF NO: 2018/278/OCJ**
- SALARY** : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement

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| <u>CENTRE</u> | : | Mbombela High Court |
| <u>REQUIREMENTS</u> | : | Grade 12 and a National Diploma: Legal Interpreting at NQF level 5 or any other equivalent relevant qualification and a minimum of 5 years practical experience in Court Interpreting, with a minimum two years supervisory experience or Grade 12 / NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages. A valid driver's license. Knowledge of any foreign language or sign language will be an added advantage. Candidates will be required to undergo oral and 4 written languages proficiency testing. Skills and Competencies: Excellent communication skills, Computer literacy, Good interpersonal relations, Ability to work under pressure and problem solving skills. Accuracy and attention to detail, Customer services, Planning and organizing skills, Confidentiality, Analytical thinking, Listening skills, Ability to work under pressure and Time management. |
| <u>DUTIES</u> | : | To render supervisory services in the legal interpreting and language environment. Provide mentoring and coaching to junior/ senior court interpreters. Manage performance of court interpreters (PMDS). Leave management for language services at the high court. Render interpreting in complex and high profile cases, special cases, pre trial conferences, disciplinary hearings and consultations. Translate legal documents and exhibits. Develop related language glossary. Assist with the reconstruction of courts and records and when necessary. Procure foreign language and Casual Interpreters in line with PFMA. Render interpreting services. Develop terminology. Assist with the reconstruction of court records. Attend to personal administrative aspects, control and supervision of interpreters. |
| <u>ENQUIRIES</u> | : | Mr MV Maeko Tel No: (013) 753 9337 |
| <u>POST 41/92</u> | : | <u>REGISTRAR (X2 POSTS)</u> |
| <u>SALARY</u> | : | R242 064 – R867 399 per annum (MR3 – MR5). (Salary will be in accordance with OSD determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Mbombela High Court, Ref No: 2018/275/OCJ Middelburg High Court Ref No: 2018/276/OCJ |
| <u>REQUIREMENTS</u> | : | A four (4) year legal qualification. 2- 8 years' post qualification legal experience, Superior Court or litigation experience will be an advantage. Skills and Competencies: Excellent communication skills (verbal and written). Computer literacy Numerical Skills. Attention to detail, Planning, Organizing and Control, Problem solving and decision making skills. Customer service orientated, Interpersonal skills, Conflict Management, Strong Work ethic, Professionalism, ability to work under pressure and meet deadline. |
| <u>DUTIES</u> | : | Co-ordination of Case Flow Management and support to the Judiciary. Manage the issuing of all processes initiating court proceedings. Co-ordinate Appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality Check Criminal Record books. Authenticate signatures of legal practitioners. Notaries and sworn translators, Supervision and management of subordinates. Provide practical training and assistance to the registrars' clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case-related matters. Exercise control over the management and safekeeping of case records and the record room and deal with the files in terms of the relevant codes and legislation. Manage submission of statistics to the Chief Registrar; attend to taxations including reviews. Process and grant judgments by default; assist the public with court procedures. Process reviews and appeals (civil and criminal). Attend to and oversee general public queries or correspondence. Attend to judicial support functions. Issue court orders and attend to office management. |
| <u>ENQUIRIES</u> | : | Mr MV Maeko Tel No: (013) 753 9337 |
| <u>POST 41/93</u> | : | <u>SENIOR COURT INTERPRETER REF NO: 2018/279/OCJ (X3 POSTS)</u> |
| <u>SALARY</u> | : | R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement |
| <u>CENTRE</u> | : | Mbombela High Court |

- REQUIREMENTS** : Grade 12 and a Diploma: Legal Interpreting at NQF level 5 or equivalent relevant qualification and a minimum of 3 years practical experience in Court Interpreting or Grade 12 / NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting; Proficiently in English and two or more indigenous languages; A valid driver's license will be an added advantage. Knowledge of any foreign language or sign language will be an added advantage; Candidates will be required to undergo oral and written languages proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal); Computer literacy (MS Office); Good interpersonal relations. Ability to work under pressure and solve problems. Accuracy and attention to detail; Customer services; Planning and organizing skills; Confidentiality, Analytical thinking, Listening skills. Time management and Ability to work under pressure.
- DUTIES** : Render Interpreting services in criminal court, civil court, labour and Quasi proceedings. Interpreting during consultation. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words, control and supervision of interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.
- ENQUIRIES** : Mr MV Maeko Tel No: (013) 753 9337
- POST 41/94** : **JUDGES SECRETARIES REF NO: 2018/280/OCJ (X5 POSTS)**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Mbombela High Court
- REQUIREMENTS** : Grade 12 or equivalent qualification; 3 years secretarial experience or relevant experience. The ability to do Dictaphone typing. Typing 35 wpm. Understanding the work in filing system. A valid driver's license. Skills and Competencies: Proficiency in English and/or Afrikaans. Computer Literacy (MS Word), good communication skills (verbal and written), Administrative and organizational skills. Problem solving and planning skills. Decision making skills, and time management skills. Good customer service orientated, Assertiveness and decisiveness'. Attention to detail and accuracy. Initiative, and Ability to remain calm and to work under pressure.
- DUTIES** : Type (or format) draft memorandum decision, opinions or judgement entries written by assigned Judge, administrator or staff attorney and modifies or corrects same as directed(including dicta typing). Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements, etc. Safeguarding of all case files and the endorsement of case files with order made by Judge. Provide general secretarial/administrative duties to the Judge. Update files, documents and provide copies of documents to the Registrar. Accompany the Judge to Court and circuit Courts as well. After a case has been completed and opinion, decision or judgement entry released, return case file to administration clerk's office. Management of judge's vehicle, logbook and the driving thereof; Compile data and prepares reports and documents for assigned judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management; Cooperates with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court. Arrange receptions for the Judge, and his/her visitors and attend to their needs. Perform any other task allocated by the Judge. Comply with Departmental Policies, Prescripts and procedures or guidelines for the generated reports. Oversee the monthly submission of data by court administration personnel and project members of the relevant projects in the division.
- ENQUIRIES** : Mr MV Maeko Tel No: (013) 753 9337
- NOTE** : Shortlisted candidates will be subjected to a typing test.
- POST 41/95** : **LIBRARIAN REF NO: 2018/281/OCJ**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Mbombela High Court
- REQUIREMENTS** : Grade 12 and an appropriate National Diploma/ Bachelor Degree in Library Science or equivalent qualification; Knowledge of Library and Information Science.

- Prescripts and legislation, procedure and processes, Library Science. Minimum of two years' experience in Library and information systems. Experience in a legal Library will be an added advantage. Skills and Competencies: Planning, organizing and control. Communication skills (verbal and written). Good interpersonal relations, Decision making skills, Information Technology, Ability to work under pressure, Language Proficiency, Conflict management and Supervisory skills.
- DUTIES** : Render an effective and efficient Library and Information services to the users of the library; Manage the library and information system. Assist with book selection for the Library and /or Chambers. Classify and catalogue the High Court Library material. Render reference and information service for the High Court Library. Monitor the library budget and give inputs to the library budget. Market and promote the Library services. Perform Administration and Supervisory service.
- ENQUIRIES** : Mr MV Maeko Tel No: (013) 753 9337
- POST 41/96** : **ADMINISTRATION CLERK CRT REF NO: 2018/282/OCJ (X3 POSTS)**
- SALARY** : R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Mbombela High Court
- REQUIREMENTS** : Grade 12 or equivalent qualifications; 0-2 year's relevant experience. Skills and Competencies: computer literacy (Microsoft Office, Good problem solving skills, Accuracy and attention to detail, Operational knowledge of operating CRT machine. Effective communications skills (written and verbal), good interpersonal skills, Time Management and ability to work under pressure and flexibility.
- DUTIES** : Prepare court before proceedings. Obtain court roll and attend to court as allocated. Test machine and ensure fully functioning machinery. Capture information of cases in court. Perform digital recording of court proceedings and ensure integrity of such documents. Begin and end recording of proceeding and ensure integrity of such documents. Begin and end recordings with correct annotations and in accordance with proceeding. Listen to adjournment. Ensure that recordings are saved in accordance with prescripts. Provide administrative support in circuit courts. Assist the judge in his/her preparation for court. Attend to the administering of oath in court. Attend to the collection of court files, Heads of Argument and other important documentation. Attend to the completion of official documents such as J7,SAP69, Committal Warrants, etc. perform digital recording of court proceeding and ensure integrity of such documents. Collecting statistics. Collate and submit statistics on court proceedings and cases decided in chambers.
- ENQUIRIES** : Mr MV Maeko Tel No: (013) 753 9337
- POST 41/97** : **ADMINISTRATION CLERK REF NO: 2018/283/OCJ (X3 POSTS)**
- SALARY** : R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Mbombela High Court
- REQUIREMENTS** : Grade 12 or equivalent qualification. Skills and Competencies: Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer literacy; Planning and organisation; Language; Good verbal and communication (Verbal and writing).
- DUTIES** : Render general clerical support services; Provide supply chains management services; Provide personnel administration support services. Provide financial administration support services in the component. Perform record management functions. Capture, retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.
- ENQUIRIES** : Mr MV Maeko Tel No: (013) 753 9337

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| <u>POST 41/98</u> | : | <u>REGISTRAR'S CLERK REF NO: 2018/284/OCJ (X6 POSTS)</u> |
| <u>SALARY</u> | : | R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement |
| <u>CENTRE</u> | : | Mbombela High Court |
| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent qualification. 0-2 years' relevant experience; Computer Literacy. Skills and Competencies: Good communication skills (written and verbal) Good interpersonal and public relations skills; Good administration and organizational skills; Customer Service Skills and ability to work under pressure. |
| <u>DUTIES</u> | : | Render support services to Case flow management; Render efficient and effective support services to the court. Issuing of summons at General Office. Update case progress on ICMS. Render counter service duties /functions. Prepare, Issue and Analyse court statistics. Maintain and keep all registers for Civil and Criminal matters. Filing and storage of both Civil and Criminal process. Issue warrant of arrest for defaulters. Act as a liaison between judges and legal practitioners. Requisitioning of accused persons from prison. Deal with correspondence and attend to general public enquiries. Issue all processes that initiate court. Preparing and binding of appeals and reviews. Attend to complaints from prisoners and members of the public. Act as a liaison between Registrar and legal practitioners. Provide administrative support in general as requested by Court Manager and supervisor. |
| <u>ENQUIRIES</u> | : | Mr MV Maeko Tel No: (013) 753 9337 |
| <u>POST 41/99</u> | : | <u>REGISTRY CLERK REF NO: 2018/285/OCJ</u> |
| <u>SALARY</u> | : | R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement |
| <u>CENTRE</u> | : | Mbombela High Court |
| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent qualification; 0-2 years relevant experience. Knowledge of registry duties, practices as well as the ability to capture data and operate computer; working knowledge and understanding of the legislative framework governing the Public Service; knowledge of storage and retrieval procedures in terms of working environment. Skills and Competencies: Good communication skills (verbal and written); interpersonal skills; flexibility; planning and organisation skills; Ability to work under pressure; computer literacy skills. |
| <u>DUTIES</u> | : | Provide registry counter services; attend to clients. Handle telephone enquires received; receive and register hand delivered mail/files. Handle all incoming and outgoing mail. Operate office machines in relation of the registry function. Process documents for archiving and disposal. Render an effective filing and record management services. Open and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index / Filing plan according to regulatory framework. Record receipt, maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers and maintain various control registers. |
| <u>ENQUIRIES</u> | : | Mr MV Maeko Tel No: (013) 753 9337 |
| <u>POST 41/100</u> | : | <u>SECRETARY REF NO: 2018/286/OCJ</u> |
| <u>SALARY</u> | : | R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement |
| <u>CENTRE</u> | : | Mbombela High Court |
| <u>REQUIREMENTS</u> | : | Grade 12 with typing as a subject or any other training course or equivalent qualifications. Skills and Competencies: Good communication skills; good telephone etiquette; computer literacy; Good people skills, Sound organisational skills. Reliability and ability to act with tact and discretion. Good grooming and presentation skills. |
| <u>DUTIES</u> | : | Provide a secretarial/ receptionist support service to the manager. Responsible for overall administration of the Court. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents. Provide reception services including call screening, receiving as well as attending |

to messages and provide hospitable reception of visitors to the Directorate. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Handling of confidential documents. Operate standard office equipment (fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging/serving refreshments. Remain up to date with regard to prescripts/policies and procedures applicable to her or his work terrain to ensure efficient and effective support to the manager.

ENQUIRIES :

Mr MV Maeko Tel No: (013) 753 9337

POST 41/101 :

DATA CAPTURER REF NO: 2018/287/OCJ (X2 POSTS)

SALARY :

R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement

CENTRE :

Mbombela High Court

REQUIREMENTS :

Grade 12 or NQF Level 4 qualification; 0-2 years' experience. Knowledge of clerical duties, practices as well as the ability to capture data. Knowledge and understanding of legal framework governing the public service. Knowledge of working procedures in terms of the working environment; Skills and Competencies: Good communication skills (written and verbal); good interpersonal skills, problem solving skills, customer services and attention to details.

DUTIES :

Render data capturing services. Effective use of technology; contribute to organizational efficiency and work distribution, general administration functions, capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Retrieve information required.

ENQUIRIES :

Mr MV Maeko Tel No: (013) 753 9337

POST 41/102 :

SWITCHBOARD OPERATOR REF NO: 2018/288/OCJ

SALARY :

R136 800 – R161 148 per annum. The successful candidate will be required to sign a performance agreement

CENTRE :

Mbombela High Court

REQUIREMENTS :

Grade 12 or equivalent qualification, switchboard experience will be an added advantage. Knowledge of Public Service Regulations. Minimum typing speed of 35 wpm; Shortlisted candidates will be subjected to a typing test. Skills and Competencies: Computer literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure

DUTIES :

Render switchboard services. Attend incoming and outgoing telephone calls. Transfer calls to the relevant extensions. Provide clients with relevant information. Take message and convey to relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts, maintain telephone database. Allocate pin codes when authorized. Identify and report telephone faults to the supervisor. Typing of reports, appeals, Court orders, review reports, minutes, circulars and memorandums. Attend to queries and perform other administration duties as may be allocated from time to time.

ENQUIRIES :

Mr MV Maeko Tel No: (013) 753 9337

POST 41/103 :

LIBRARY ASSISTANT REF NO: 2018/289/OCJ

SALARY :

R136 800 – R161 148 per annum. The successful candidate will be required to sign a performance agreement

CENTRE :

Mbombela High Court

REQUIREMENTS :

Grade 12 or equivalent qualification. Knowledge and experience in law librarianship. Skills and Competencies: Organizing skills; Communication skills; Computer literacy and experience with computerised processes and tools. Report

writing Research and planning. Good Interpersonal relations. Creative and analytical thinking and Customer oriented.

DUTIES

: Assist with the management and control of the Library and its resources in line with the library code and other applicable prescripts. Assist the ordering of library material approved by the Library Committee. Assist in classifying, cataloguing and indexing library material. Update loose leaf publications Responsible for the sub-libraries outside the court. Assist with running and maintenance of the library including the physical structure. Arrange for the binding of loose leaf publications. Conduct asset verification and stocktaking Carry boxes on delivery of books to Judges Chambers. Assist with compiling of reports on library matters.

ENQUIRIES

: Mr MV Maeko Tel No: (013) 753 9337