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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 23 August 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 OCJ:

REF NO : 2018/266/OCJ
POST : FOOD SERVICES AID
(CONTRACT VALID UNTILL 31 MARCH 2019)
CENTRE : OFFICIAL RESIDENCE OF THE PRESIDENT OF THE SUPREME COURT OF APPEAL:
BLOEMFONTEIN (1 POST)
LEVEL : 3
SALARY : R107 886.00 – R127 086.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- Adult Basic Education and Training Course Level 4/ Grade 10;
- Two (2) years appropriate experience and relevant knowledge as a Food Services Aid;
- Previous experience in hospitality environment will serve as an advantage;
- Good verbal communication skills and must be highly responsible with good work ethic

KEY PERFORMANCE AREAS:

- As Food Services Aid for the Official Residence of the President of the Supreme Court of Appeal, the successful candidate will be responsible for:
- Effective cleaning of all areas of the Official Residence;
- Effective cleaning of kitchens by washing dishes, kitchen floors, cleaning stoves and appliances;
- Cleaning of windows and walls; washing floors and vacuuming carpets;
- Cleaning of toilets and washing facilities;
- Ironing for the occupants of the Official Residence;
- Preparing and serving refreshments to visiting guests;
- Rendering of all household duties;
- Ensure safekeeping of all furniture and equipment and report any losses, damages or theft;
- Perform any other duty assigned by the Supervisor.
- **Please note that the successful candidate will at times be required to work at the Supreme Court of Appeal when the President of the Supreme Court of Appeal is out of Bloemfontein.**

ENQUIRIES: Ms M Luthuli (051) 406 819

APPLICATIONS : Quoting the relevant reference number, direct your application to The OCJ Provincial Head, Office of the Chief Justice, Private Bag X20612, **BLOEMFONTEIN**, 9300 or hand delivered applications to The Free State High Court, Corner President Brand and Fontein Streets.

CLOSING DATE: 31 AUGUST 2018



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 completed and signed form Z83 should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), 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.

Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

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. The successful candidate/s will be subjected to pre-vetting (pre-screening). Successful candidates should note that in terms of Regulation 13 (c) of the Public Service Regulations, 2016, an employee shall not conduct any business with any organ of State or be a director of a public or private company conducting business with an organ of State. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All candidates selected for SMS posts must undergo competency assessment test after the interview. 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 

