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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/s are required to capacitate the Office:

REF NO : 2019/556/OCJ

POST : TELECOM OPERATOR,

CENTRE : MBOMBELA HIGH COURT: MPUMALANGA

LEVEL : 4

SALARY R 145 281.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS

- Grade 12 or equivalent qualification.
- O-2 years' experience in the operation of switchboard, Experience in Clerical / Administrative function will be an added advantage.

SKILLS AND COMPETENCIES

- Interpersonal and Organizational Skills.
- Computer Literacy.
- Ability to work under pressure and in a Team.

KEY PERFORMANCE AREAS

- Handle incoming and outgoing calls, take and convey messages.
- Test the switchboard consoles.
- Update Departmental Telephone directory.
- Record and maintain the Register for Security-related matters.
- Ensure proper maintenance of the Switchboard equipment.
- Prepare the Telephone printouts.

ENQUIRES : Mr M Maeko/Mr M Jele Tel No :(013) 753 9308/082 309 0910



APPLICATIONS

Quoting the relevant reference number, direct your application to:
The Provincial Head: Office of the Chief Justice, Private Bag X 20051,
Mbombela 1211. Applications can also be hand delivered to,
Mpumalanga Division of the High Court, Office of the Chief Justice
Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200.

CLOSING DATE: 06 SEPTEMBER 2019

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.

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). Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All candidates selected for SMS posts must undergo a competency assessment 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.

We welcome applications from persons with disAbilities

