



statements, taxing master reports, affidavits, memorandums and court orders.

- Relief administrative personnel where necessary.
- Filing, opening files and making appointments.
- Dealing with public queries and other administration duties.
- Assisting taxing master with drawing taxation files, taxation dates for attorneys and his/her diary, attending to telephone calls regarding taxation dates and court order processes, if the matter was heard and order was made.

**ENQUIRIES: MR S MPONZO TEL NO: (043) 726 5217**

**APPLICATIONS** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, EAST LONDON. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2<sup>nd</sup> Floor, Vincent 5242, EAST LONDON

**CLOSING DATE: 20 MARCH 2020**

**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** 

