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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**

<b>REFERENCE</b>	<b>2020/36/OCJ</b>
<b>POST</b>	<b>FOOD SERVICE AID</b>
<b>CENTRE</b>	<b>MTHATHA HIGH COURT</b>
<b>LEVEL</b>	<b>3</b>
<b>SALARY</b>	R 122 595.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Grade 10 or equivalent qualification.

**SKILLS AND COMPETENCIES:**

- Good verbal communication skills and good work ethics.

**KEY PERFORMANCE AREAS**

- Ensure that the dining area is clean, tables are clean, neat and set correctly according to the menu.
- Ensure that cutlery and condiments are available on the table.
- Ensure that water and juice jugs are clean and always refilled.
- Assist in preparing, serving and storing food.
- Ensure safe keeping of office/storeroom keys and report any losses, damages or theft, perform any other duty assigned to you by the Supervisor.
- To assist with the preparation of Judge`s conferences meetings and workshops.
- Perform any other duties assigned by Supervisor or Court Manager.

**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** 

