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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>2021/149/OCJ</b>
<b>POST</b>	<b>MESSENGER DRIVER</b>
<b>CENTRE</b>	<b>PIETERMARITZBURG HIGH COURT: KZN</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 ten (10) or ABET plus a minimum of two (2) years' experience as a messenger.
- A valid code 8 driver's license plus Public Driver Permit (PDP) will be an added advantage.

**SKILLS AND COMPETENCIES:**

- Computer literacy (MS Office).
- Good communication skills (written and verbal).
- Attention to detail.
- Problem solving skills.
- Ability to liaise with team members and members of the public.
- Ability to work under pressure.
- Ability to work independently as well as in the team.
- Good organising skills.
- Good interpersonal relations skills.
- Must be responsible and have good work ethics.



## KEY PERFORMANCE AREAS:

- Distribute mail to various offices.
- Collect post bag from the Post Office.
- Transport officials to various destinations.
- Daily delivery and collection of posts from Post Office.
- Distribution of urgent/ hand delivered mail to various offices.
- Delivery of outgoing mail to Post Office.
- Maintenance of register of mail distribution and ensure safeguarding of all correspondence.
- Collect and deliver mail.
- Driving court vehicles.

**ENQUIRIES:**            **Mr. NM Zondi Tel No: (033) 345 8211**

**APPLICATIONS:**     Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban.

**CLOSING DATE:**     **28 JUNE 2021**

**NOTE:**                 Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities.

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 the new form Z83, obtainable from any Public Service Department. ([www.dpsa.gov.za-vacancies/](http://www.dpsa.gov.za-vacancies/) [www.judiciary.org.za](http://www.judiciary.org.za)). 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** 

