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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:

REFERENCE	2021/206/OCJ
POST	USHER MESSENGER
CENTRE	HIGH COURT GAUTENG DIVISION: PRETORIA
LEVEL	3
SALARY	R 122 595.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12.
- A valid driver's license will be serve as an advantage.

SKILLS AND COMPETENCIES:

- Knowledge of relevant legislations.
- Planning and organizing skills.
- Problem solving and Analysis.
- Time Management.
- Client Orientation and Customer Focus.
- Report writing skills.
- Negotiation skills.
- Communication skills.
- Attention to detail.
- Good interpersonal skills.
- Initiative driven and Flexibility.



KEY PERFORMANCE AREAS:

- Escorting of Judges' to the Court rooms.
- Rendering of administrative support functions to the Judges' and the Court room crew.
- Maintenance of Courtrooms' records.
- Facilitation of the smooth- running of the Court rooms and the collection and distribution of post/parcels, files and other documents.
- Photocopying of official documents.
- General messengers duties.
- Accompanying the Judge to attend workshops/meeting/seminars.
- Help Judge to manoeuvre the wheelchair through the parking area to the lift.
- Carrying the laptop, handbag and books, open and close windows at the chamber, set up the desk.
- Assist Judge to dress up when robing before going to court.
- Assist the Judge in the bathroom when needed.
- Assist the Judge when reading court documents by handing over some books which are in cabinets and bookshelves.
- Accompanying the Judge to attend workshops/meeting/seminars.
- Be present in court during the session.
- Making copies of Court rolls and circulate according to distribution list.

ENQUIRIES **Ms T Mbalekwa Tel No: (011) 335 0404**

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

CLOSING DATE: **05 NOVEMBER 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.

All applications must be in a **NEW Z83** form, which can be downloaded on internet at www.judiciary.org.za/ www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department. Each application form must be fully completed,

duly signed and initialed by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the **old Z83** will not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process.

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 

