



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE, GAUTENG
Private Bag X6, Johannesburg, 2000 • 16th Floor Carlton Centre, Commissioner Street,
JOHANNESBURG
Tel (011) 331 0440, Fax (011) 331 1062

Sub-Office File 2/1/5

31 March 2008

REFERENCE: 08/215/GP

POST: USHER MESSENGER (2 POSTS)

CENTRE: HIGH COURT, PRETORIA

SALARY: R47 787 – R53 316 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Adult Basic Education and Training Course Level 4/Grade 9;
- Two years appropriate knowledge and experience;
- The ability to read and write;
- A driver's license (Code 08).

DUTIES:

- Escort judges to court;
- Achieve the necessary silence and call the people in court to attention when the judge enters or leave the courtroom;
- Be present in court during the session;
- Hand exhibits to the judge for examination;
- Make copies of court rolls and circulate according to distribution list;
- General messenger duties;
- Collection and distribution of post, parcels, files and other documents;
- Faxing documents and receiving of faxes;
- Photocopying of official documents and assist with the licensing and maintenance of judge's vehicles.

ENQUIRIES: Mrs M Jansen Van Rensburg ☎ (012) 315 7711

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

CLOSING DATE: 25 August 2008

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified

copies of qualifications, identity document and driver's license. **The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required.** Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

Correspondence will be limited to short-listed candidates only. 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 this/these position(s).

DIRECTOR: HUMAN RESOURCES