

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representativity (race, gender, disability) in line with the Office of the Chief Justice (OCJ) Employment Equity targets, through the filling of positions. To further the objectivity of representativity within the Department. Women and People with Disabilities are encouraged to apply

- APPLICATIONS** : Supreme Court of Appeal and Bloemfontein High Court: Quoting the relevant reference number, direct your application to The OCJ Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand delivered applications to The Free State High Court, Corner President Brand and Fontein Streets
- CLOSING DATE** : 31 August 2018
- NOTE** : Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

OTHER POST

- POST 33/32** : **FOOD SERVICES AID: REF NO: 2018/266/OCJ**
(Contract Valid Until 31 March 2019)
- SALARY** : R107 886 – R127 086 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Official Residence of the President of the Supreme Court of Appeal: Bloemfontein
Adult Basic Education and Training Course Level 4/ Grade 10, Two (2) years appropriate experience and relevant knowledge as a Food Services Aid; previous experience in hospitality environment will serve as an advantage; good verbal communication skills and must be highly responsible with good work ethic.
- DUTIES** : As Food Services Aid for the Official Residence of the President of the Supreme Court of Appeal, the successful candidate will be responsible for: effective cleaning of all areas of the Official Residence; effective cleaning of kitchens by washing dishes, kitchen floors, cleaning stoves and appliances; cleaning of windows and walls; washing floors and vacuuming carpets; cleaning of toilets and washing facilities; ironing for the occupants of the Official Residence; preparing and serving refreshments to visiting guests; rendering of all household duties; ensure safekeeping of all furniture and equipment and report any losses, damages or theft; perform any other duty assigned by the Supervisor.
- ENQUIRIES** : Ms M Luthuli Tel No: (051) 406 8191
- NOTE** : Please note that the successful candidate will at times be required to work at the Supreme Court of Appeal when the President of the Supreme Court of Appeal is out of Bloemfontein.