

OFFICE OF THE CHIEF JUSTICE

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:

**APPLICATIONS**

- National Office: Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685 or Email to applicationsNO@judiciary.org.za
- Gauteng:** 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 or Email applicationsGAU@judiciary.org.za
- Kwazulu-Natal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban or Email to applicationsKZN@judiciary.org.za
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens: Mafikeng or Email applicationsNW@judiciary.org.za
- Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London or Email to applicationsEC@judiciary.org.za
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200 or Email to applicationsMP@judiciary.org.za
- Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley or Email applicationsNC@judiciary.org.za

CLOSING DATE

: 12 June 2020

NOTE

: 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, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. Women and People with Disabilities are encouraged to apply Note: Shortlisted candidates must be willing to undergo normal vetting and verification processes. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment on SMS level will be effected without proof of the completion of the pre-entry certificate. 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 are 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 shortlisted 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, will NOT be considered or accepted.

MANAGEMENT ECHELON

POST 14/15 : **CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: 2020/63/OCJ**

SALARY : R1 189 338. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
An appropriate qualification (NQF level 7) in Humanities, Social Sciences (emphasis on Human Resource Management, Public Administration or related qualifications); A relevant post graduate qualification will be an added advantage; 6 or more years' relevant experience of which 5 years' experience must be at a senior managerial level in a human resource management environment; Pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>; a valid driver's license; Willingness to travel; Excellent understanding and proven ability to implement the Public Service Human Resource Regulatory Framework, directives as well as the laws governing human resources management (Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act); Excellent managerial and organisational skills; Innovative and self-driven professional with proven leadership skills; Excellent interpersonal skills; and ability to perform under pressure. Core Management Competencies: Capability and leadership; Financial management; Programme and project management; People management and empowerment; Change management; Service delivery innovation; Client orientation and customer focus; and Communication. Skills and Behavioural Competencies: Analysis, problem solving and sound judgment; Decision making; Managing complexity; Planning and organising; Accountability; Resilience; Customer service orientation; Business performance management; and Organizational resource management

DUTIES : As the Head of the Human Resource Management and Development Chief Directorate, the successful candidate will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Development functions in the Office of the Chief Justice through: Managing the development of a strategic HR planning and policy framework that supports the objectives of the Department; Facilitating the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the Department; Managing the promotion of the optimal recruitment, utilization and retention of human resources; Ensuring the provision of human resource support services to operational staff in line with business requirements and departmental strategy; Building capacity through human resource development and performance management; Maintaining an appropriate labour relations environment and relationships with organised labour and other key role-players; Ensuring a workforce that is equitably representative at all levels and compliance with the Employment Equity Act; Facilitating processes for ensuring that the Department has adequate human resource capacity; Promoting employee health and wellness in the Department; Undertaking a risk assessment, implementing and maintaining an effective risk management strategy; Ensuring compliance with the Public Service Act and all prescripts related to human resource management; and Managing resources allocated to the Human Resource Management and Development Unit and administer the performance management and development system.
Ms L Kwinika Tel No: (010) 493 2500

ENQUIRIES

OTHER POSTS

POST 14/16 : **STATE LAW ADVISOR, REF NO: 2020/47/OCJ**
Re-Advertisement Candidates Who Previously Applied, Need Not Reapply

SALARY : R763 212. per annum (LP7-LP8) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
An LLB or 4 years recognised legal qualification. At least 5 years' appropriate post qualification litigation or advisory experience. Admission as an advocate or attorney. A valid driver's licence. An understanding of the functioning of the

		Superior Courts would be an added advantage. Skills and Competencies: Legal Research and Analytical skills, problem solving and decision-making skills, Good communication skills (written and verbal). Computer literacy, Planning and organising skills, and report writing skills.
<u>DUTIES</u>	:	Conduct legal research on Judges ethics and conduct of Judicial Officers, Establish and maintain Complaints Register of complaints lodged against Judges; Provide legal advisory on complaints lodged against Judges, Provide Secretariat support to the Judicial Conduct Committee and other Committees of the Judicial Service Commission; and Manage litigation process for the Judicial Service Commission.
<u>ENQUIRIES</u>	:	Ms L Mothemane/Ms S Tshidino Tel No: (010) 493 2500
<u>POST 14/17</u>	:	<u>DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT REF NO: 2020/48/OCJ</u>
<u>SALARY</u>	:	R733 257. per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	North West Provincial Service Centre
	:	A three (3) year National Diploma/Bachelor's Degree in Human Resource Management and/or Development or Public Administration. A minimum of 5 years' experience in Human Resource Management of which three years' must be at supervisory level and a Valid driver's licence. Technical knowledge competencies: Knowledge of Human Resource Administration as well as Recruitment and Selection. Knowledge of PERSAL, Knowledge and understanding of the current public service legislations, regulations and policies. Computer literacy in MS Office. Skills and competencies: Good verbal and written communication skills; Strong leadership and Project management skills; Good interpersonal relations skills, Problem solving, Presentation and Conflict Management skills; Self-disciplined and able to work under pressure with minimum supervision; People management and Supervisory skills; Policy Development and Report writing skills.
<u>DUTIES</u>	:	Develop and review HR administration related policies; Manage HR Provisioning (Recruitment & selection and appointments) in the Province; Manage staff Establishment of the Province; Manage HR administration, Training and HR Records in the Province; Manage the Performance Management and Development system; Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees; Facilitate the process of Employee Relations in the Province; Provide expert advisory support to stakeholders; Responsible for the interpretation and implementation of OSD policies and resolutions; Give advice on Procedural and technical related matters in respect of Human Resource administration policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management; Manage and administer policy and procedure in incapacity leave and ill-health retirement (PILIR) in the department.
<u>ENQUIRIES</u>	:	Mr OPS Sebatatso Tel No: (018) 397 7114
<u>POST 14/18</u>	:	<u>INFORMATION COMMUNICATION TECHNOLOGY PROJECT MANAGER REF NO: 2020/49/OCJ</u>
<u>SALARY</u>	:	R733 257 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	A three (3) year Bachelor's degree with preference for a B Sc., B Sc (Eng), B Sc (Computers/IT) or equivalent. Project management diploma or Certificate i.e. PMP, Prince 2 or equivalent required. Five (5) years of relevant ICT project management experience. At least five (5) years of relevant ICT Project Management experience, preferably infrastructure and software development background. 5 or more years' experience in managing multiple teams across multiple projects and methodologies. Experience with traditional and agile projects. Exposure to Agile, alternative delivery methodologies and frameworks, PMO structures and functions. Exposure to business processes analysis, change management, system integration. Exposure to Active Directory. Group policies, services, and roles. Exposure in the management of Office 365 or other cloud-based solutions. Valid Driver's licence. Technical knowledge and competencies: Knowledge of Project Management Methodologies. A good understanding of the ICT industry, Project Governance and Government processes. Create and maintain fit for purpose project methodology, practices and tools in line with best practices and that will enable the efficient and effective delivery of projects. Ensure applicable project documentation is created in line with methodology. Behavioural Competencies:

Effective leadership, interpersonal and communication skills. Impact and influence. Good understanding of the procurement process including negotiation with third parties. Good knowledge of program and project management methods including MSP and PRINCE2 or PMBOK. Good knowledge of budgeting and resource allocation procedures. Sufficient seniority and credibility to advise project teams on their projects in relation to the program and also to resolve conflicts. The ability to find ways of solving or pre-empting problems.

DUTIES : Coordinate the development of Service Level Agreements and the Portfolio Management Frameworks and Methodologies. Develop project plan or relevant management and delivery approach OR Project management life cycle. Ensure that projects are delivered on time, in budget and to the required quality standard as per project schedule. Identify and manage project dependencies, risks, issues and impediments. Manage, monitor and evaluate the cross functional team assigned to the project.

ENQUIRIES : Ms S Tshidino/ Ms B Rakgotho Tel No: (010) 493 2500/2533

POST 14/19 : **COURT MANAGER, REF NO: 2020/50/OCJ**

SALARY : R733 257. per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : High Court: Grahamstown

REQUIREMENTS : A three (3) year relevant qualification in management or administration. 6-8 years' experience in supervisory or junior management. A valid driver's licence, Technical knowledge and competencies: Knowledge of human resources, Financial, asset and supply chain management, Understanding of facilities and security management. Leadership capabilities. Behavioural Competencies: Effective communications skills, Good interpersonal skills, Problem solving skills, Conflict management skills, Time management and ability to work under pressure.

DUTIES : Provide strategic and operational leadership to the Division to optimally deliver on the, OCJ mandate, provide integrated human resource management and development services, overall financial, asset and supply chain management services in the Division, Coordinate and facilitate internal audit and risk management services. Provide administrative and technical support, Monitor the overall performance of the Court and enhance Judicial stakeholder relations, Provide effective and efficient management of facilities and security services to the Judiciary.

ENQUIRIES : Mr S Mponzo Tel No: (043) 726 5217

POST 14/20 : **CHIEF REGISTRAR, (RE-ADVERTISEMENT) REF NO: 2020/51/OCJ**
Re-advert Candidates who previously applied are encouraged to re-apply

SALARY : R473 820 per annum. (MR-6) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE : Middelburg High Court

REQUIREMENTS : An LLB Degree or equivalent qualification. At least 8 years' appropriate post qualification legal experience and a valid driver's licence. Leadership and Managerial experience. Computer literacy. Skills and Competencies: Communication (Verbal and Non-verbal), Numerical Skills, Technical Expertise, Attention to detail, Planning, Organizing and Control, Problem solving and decision making skills, Customer service, interpersonal skills, conflict management, work ethic and motivation, Self-management, Professionalism appearance and conduct.

DUTIES : Mentor and advice on the tracking and management of the progression of all cases filed in Court. Management of time and events necessary to move cases from initiation through to disposition. Reporting to the Judge President, make input on amendments of Court rules. Practice Directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of Cases within the Case Flow Management Framework at the High Court. Reporting, compile training manuals and provide training to Registrars. Support staff, Stakeholder Management, Human Resources Management, Court and Case-Flow Management/Quasi-Judicial Functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the planned Customer Service outcomes (i.e. Service levels and Standards) for the Department and monitoring the unit's Service

- Delivery in order to achieve the service delivery targets. Ensure the highest level of Customer Care and Customer satisfaction and Manage PMDS of staff.
Mr V Maeko Tel No: (013) 758 0000
- ENQUIRIES** :
- POST 14/21** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT, REF NO: 2020/52/OCJ**
- SALARY** : R376 596. per annum (The successful candidate will be required to sign a performance agreement.)
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : An appropriate three (3) year qualification in Supply Chain Management or any equivalent qualification, 3 to 5 years' experience in Supply Chain Management, of which 2 years must be at supervisory level and a valid driver's licence. Three (3) years' experience in tenders will serve as an added advantage. Knowledge of relevant legislation, ability to meet deadlines, ability to work under pressure and preparedness to work overtime when required as well work independently, must be client orientated with client service experience (internal and external clients), excellent analytical, planning, project and organizational skills, good interpersonal relations and ability to work well in a team environment, effective communication skills (written and verbal) and the understanding of clients and the ability to work independently with minimal supervision.
- DUTIES** : Facilitate development of demand Management, facilitate development of procurement plan, facilitate bid administration and facilitate SCM reporting on bids.
- ENQUIRIES** : Ms L Mothemane/Ms S Tshidino 010 493 2500
- POST 14/22** : **REGISTRAR, REF NO: 2020/53/OCJ**
- SALARY** : R257 073.per annum (MR3 –MR5) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court: Mthatha
- REQUIREMENTS** : An LLB Degree or a four (4) year Legal qualification. A minimum of 2–years' legal experience obtained after qualification. Superior Court or Litigation experience will be an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines.
- DUTIES** : Co-ordination of Case Flow Management support process to the Judiciary and prosecution. Manage the issuing of all processes initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, notaries and sworn translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.
- ENQUIRIES** : Mr S Mponzo Tel No: (043 726 5217)
- POST 14/23** : **CONTRACT JUDGES SECRETARY (41 POSTS)**
(3 Year Contract)
- SALARY** : R257 508. per annum plus 37% in lieu benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng: Division: Pretoria (22 Posts), Ref No: 2020/54/Ocj
Gauteng: Local Division: Johannesburg (16 Posts), Ref No: 2020/55/Ocj
Johannesburg: Labour And Labour Appeals Court: (1 Post),Ref No: 2020/56/Ocj
Randburg: Land Claims Court: Land Claims Court: (Post Based In Durban) (1 Post), Ref No: 2020/57/Ocj
Durban High Court: (1 Post), Ref No: 2020/58/Ocj
- REQUIREMENTS** : Grade (12), One (1) to three (3) years' Secretarial experience or as an Office Assistant and a valid driver's licence. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; Good communication skills (verbal and written).

- Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or format) of draft memorandum decision; opinions or judgement entries written by or assigned by Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence; Judgements and orders for the Judge; Arrange and diarize appointments; meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of Court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file Court records safely. Accompany the Judge to the Courts; Management of Judge's vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge's library and updating of documentation; Execute legal research as directed by the Judge and comply with Prescripts; Departmental policies, procedures and guidelines.
- ENQUIRIES** : Gauteng: Ms T Mbalekwa Tel No: (011) 335 0404
Durban: Ms L Marrie Tel No: (031) 372 3164
- POST 14/24** : **STATE ACCOUNTANT REF NO: 2020/59/OCJ**
- SALARY** : R257 508. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : A three (3) year National Diploma/Bachelor's Degree in Accounting. 3 years working experience as Accounting Clerk. Skills and Competencies: Understanding of Public Finance Management Act (PFMA), and treasury regulations, Analytical thinking, Planning and Organising, Diversity management, Human relations and communications skills, Knowledge of financial systems, e.g BAS, LOGIS, and PERSAL, Computer literacy (Word, Excel, PowerPoint), Ability to work under pressure, Administrative and organisational skills, Sound interpersonal relations, Accuracy and attention to detail.
- DUTIES** : Compile payment advices for payments processing and ensure all supporting documents are attached, verification of invoices from service providers, handle queries from officials, capturing of invoices on BAS and safety Web, identifying outstanding payments from the invoice register, reconciliation of relevant accounts, assists in attending Audit queries and provide copies of documents when necessary, safekeeping and filling of payments advices (batch processing), assist with the development and maintenance of Departmental expenditure policies and delegations. Prepare reconciliations of payments of accounts.
- ENQUIRIES** : Ms S Tshidino/ Ms B Rakgotho Tel No: (010) 493 2500/2533
- POST 14/25** : **LIBRARIAN, REF NO: 2020/60/OCJ**
- SALARY** : R257 508. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Northern Cape High Court: Kimberley
- REQUIREMENTS** : A three-year National Diploma/Degree in Library Science/ Information Science or equivalent qualification. Minimum of two years' experience in Library and information systems. Experience in legal library will be an added advantage. Knowledge of Library and Information Science. Knowledge of library prescripts, legislation, procedure and processes. Skills and Competencies: Communication, Planning, Organising and control, Computer Literacy (Microsoft Office), Analytical thinking, Decision making skills, Ability to work under pressure, Language proficiency, Conflict management and supervisory skills.
- DUTIES** : Render an effective and efficient library and information service to the users of the library and chambers. Manage the Library and information systems. Assist with book selection for the library and chambers. Classify and catalogue the High Court library material. Render reference and information services for the High Court Library. Monitor the library budget and give inputs to the library budget. Market and promote library services. Perform administration and supervisory services.
- ENQUIRIES** : Ms S Ruthven Tel No: (053) 807 2733

<u>POST 14/26</u>	:	<u>REGISTRAR'S CLERK, REF NO: 2020/61/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Local Division: Johannesburg
	:	Grade 12. Skills and Competencies: Computer skills, good communication skills (written and verbal), good interpersonal and Public Relation skills, good Administration and Organisational skills; Customer Service skills; Ability to work under pressure; Additional Competencies, which may be of advantage: paralegal qualification, knowledge of court process and procedures.
<u>DUTIES</u>	:	Render efficient and effective support services to the Court; Issuing of Court process at General Office, case management duties; render counter service duties /functions. Prepare, analyse and submit Court statistics; Maintain and keep all registers for Civil and Criminal matters; Filing and archiving of both Civil and Criminal process; Attending to case management and set down notices; Act as a liaison between Judges and Legal Practitioners; Requisitioning of accused persons from prison. Attend to correspondence and enquiries from the public and stakeholders. Prepare and send cases to transcribers for appeal and review purposes; attend to complaints from prisoners and members of the public; administrative duties in respect of mental health, petition, review and appeal matters; Act as a liaison between Registrar and Legal Practitioners, provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.
<u>ENQUIRIES</u>	:	Ms T Mbalekwa Tel No: (011) 335 0404
<u>POST 14/27</u>	:	<u>DRIVER, REF NO: 2020/62/OCJ</u>
<u>SALARY</u>	:	R122 595.00 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENT</u>	:	High Court: Durban
	:	Adult Basic Education and Training (ABET) or Grade 10 plus a minimum of 2 years' experience as a messenger or driver. A valid code 8 drivers licence plus Public Drivers permit (PDP) will be an added advantage. Skills and Competencies: Computer literacy (MS Office), Good communication skills (verbal and written), 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, Good interpersonal relations, must be responsible and have good work ethics.
<u>DUTIES</u>	:	Collect and deliver mail, 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.
<u>ENQUIRIES</u>	:	Ms L Marrie Tel No: (031) 372 3164