



REPUBLIC OF SOUTH AFRICA

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 are required to capacitate the Office:

REFERENCE : 2016/111/OCJ

POST : CONTRACT LAW RESEARCHER (1 POST) (3 YEARS CONTRACT)

CENTRE : HIGH COURT OF SOUTH AFRICA GAUTENG DIVISION, PRETORIA

SALARY : R 311 784.00 per annum + 37% lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An LLB degree,
- At least 0-2 years relevant experience,

KEY RESPONSIBILITY AREAS:

- Research and retrieval material for the library accessible to the Court physical and electronically;
- Prepare memoranda for the Judges;
- Participate in group research at the court;
- Writing of memoranda and letters, i.e, responding to correspondence from prisoners and members of the public
- Proofreading including checking of citation appearing in Judgements;
- Assist with preparation and/or compilation of headnotes(summaries)to judgements destined for publication;
- Ability to defend research findings;
- Preparation of material for use by Judges in the delivery of speeches and papers;
- Updating information files with all the latest articles and case law;

- Working knowledge of the Uniform rules of the Court will be regarded as an advantage,
- Co-ordinate the work of Law Researchers

SKILLS AND COMPETENCIES:

- Research skills,
- Very good communication skills (verbal and written)
- Very good report writing skills
- Problem analyzing, solving and planning skills
- Decision making skills
- Time management skills
- Creative and analytical thinking skills

ENQUIRIES: Ms L Netshitomboni 📞 (011) 335 0392

APPLICATIONS: Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court of South Africa: Gauteng Local Division: Johannesburg , Cnr. Prichard and Kruis Street: Johannesburg.

CLOSING DATE: **20 May 2016**

NOTE: 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 Form Z83, obtainable from any Public Service Department. A Z83 & CV must be accompanied by certified copies of qualifications, 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.

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.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

We welcome applications from persons with disAbilities 