



OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

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 : 2017/26/OCJ

POST : CONTRACT LAW RESEARCHER (3 YEARS CONTRACT)

CENTRE : KWAZUU-NATAL: LABOUR COURT

LEVEL : 09

SALARY : R 334 545.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An LLB degree or four year recognized legal qualification ;
- Minimum of 3 years appropriate legal research experience;
- A valid driver's licence;
- Knowledge of Electronic information Resource and online Retrieval (e.g. LexisNexis, Jutastat);
- LLM and/or strong research skills will be an added advantage;

SKILLS AND COMPETENCIES:

- Good communication skills (written and verbal)
- Excellent research and analytical skills;
- Accuracy and attention to detail;
- Problem analysing, solving and planning skills;
- Report writing and editing skills;
- Time management skills;
- Be customer service orientated;
- Assertiveness and decisiveness;
- Ability to work under pressure;
- Ability to intergrate knowledge from diverse sources;

- Ability to access and utilize computer research programmes (westlaw, lexis nexis, juta);
- Ability to conduct research manually using textbooks, statutes, journal etc;
- Project management, including planning and organizing ability;
- Computer literacy (MS Work).

KEY RESPONSIBILITY AREAS:

- Research and retrieve material from the library accessible at the court physically and electronically;
- Participate in the sub-committee of researcher's at the court;
- Attend training programs and orientation program or seminars of the court;
- Proofreading and side checking of all draft judgement;
- Convey all documents and criticism to the Judiciary;
- Retrieve and analyze pertinent information in order to prepare draft speech and papers for local and international conferences;
- Provide updating services to ensure the judges are alerted to the impact of recent local and foreign policies on the previous judgment;
- Conduct research for the judges of the Division;
- Write competent research memorandums;
- Keep judges abreast with new developments in law;
- Performing quasi-judicial functions;
- Library duties;
- Attend to additional tasks for Judges.

ENQUIRIES: Ms L Marrie ☎ (031) 372 3167

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Provincial Head: Office of the Chief Justice, Private Bag X54372, DURBAN, 4000. For the attention of Ms L Marrie. Application can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 3rd floor, 2 Devonshire place, off Anton Lembede street (Smith Street), DURBAN, 4000.

CLOSING DATE: **30 JUNE 2017**

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.

All candidates selected for SMS posts must undergo competency assessment test 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.

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

We welcome applications from persons with disAbilities

