



**OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA**

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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** : 2016/253/OCJ

**POST** : LAW RESEARCHER

**CENTRE** : NORTH WEST: MAFIKENG

**LEVEL** : 9

**SALARY** : R 311 784.00 – R 367 254.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- An LLB degree or four year recognized legal qualification;
- 3 year's relevant experience;
- The ability to read, write and speak impeccable English.
- A valid driver's licence

**SKILLS AND COMPETENCIES:**

- Excellent research and analytical skills;
- Report writing and editing skills;
- Excellent Communication Skills (Written and verbal);
- Understanding of the Constitution and relevant legislation;
- Computer literacy (MS Word);
- Ability to access and utilize computer research programmes (Westlaw, Lexis, Nexis, Jutas);
- Project management, including planning and organizing ability;
- Ability to integrate knowledge from diverse sources;
- Accuracy and attention to detail;
- Interpersonal skills; Problems solving skills;
- Ability to work under pressure;
- Ability to work independently.

## KEY RESPONSIBILITY AREAS

- Rendering assistance to the Judges and Judge President.;
- Provide Professional Legal Research assistance to the court.
- Conduct Legal research as required by the judges of the court.
- Monitoring and bringing to the attention of judges of the court new legal developments and legislation.
- Checking judgements for style and accuracy in citations.
- Conduct research as required by the Judge President Office which includes inter alia, writing competent research memorandums;perform quasi-judicial functions

**ENQUIRIES:** Ms M Monkge (018) 397 7065

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Quoting the relevant reference number, direct your application to: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X 2033, **MMABATHO**, 2735 OR hand delivered to: 22 Molopo Road, Ayob Gardens: Mafikeng

**CLOSING DATE:** **2 September 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.

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**

