



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 : 2016/255/OCJ

POST : CONTRACT LAW RESEARCHER (CONTRACT VALID UNTIL 31 MARCH 2017)

CENTRE : LAND CLAIMS COURT (RANDBURG)

LEVEL : 9

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

REQUIREMENTS:

- An LLB degree or four year recognize legal qualification;
- 0-2 year's relevant experience.

SKILLS AND COMPETENCIES:

- Research skills;
- Communication skills (verbal and written);
- Very good reporting skills; Decision making skills;
- Time management skills;
- Creative and analytical thinking skills.

KEY RESPONSIBILITY AREAS

- Provide professional legal research assistant to the courts;
- Monitoring and bringing to the attention of Judge's of the court new legal developments and legislation;
- Research and retrieve physical and electronically material for the library accessible to the court;
- Conduct legal research as required by the judges of the court;
- Prepare memorandum for the Judges;
- Writing of memorandum and letters;
- Proof reading including checking of citation appearing in judgements;
- Assist with preparation and/or compilation of headnotes(summarize) 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 the Law Researchers.

ENQUIRIES: Ms P Chauke 📞 (011) 335 0211

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Provincial Head, Office of the Chief Justice, Private Bag X 07,
JOHANNESBURG 2000. Applications can also be hand delivered to High
Court of South Africa, Gauteng local Division, 12th Floor; Cnr. Prichard and
Kruis Street: Johannesburg

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

