



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:

POST : LAW RESEARCHER (2 POSTS)

CENTRE : KWAZULU-NATAL HIGH COURT: DURBAN- 2016/84/DUR/OCJ
KWAZULU-NATAL HIGH COURT: PIETERMARITZBURG- 2016/85/PMB/OCJ

LEVEL : 9

SALARY : R 289 761.00 - R 350 025.00 per annum. The successful candidate will be required to sign a Performance Agreement.

REQUIREMENTS:

- An appropriate four year recognised legal degree or equivalent qualification.
- 0 -3 years experience in a legal environment.
- A valid driver's licence.
- LL.M will be an added advantage.

KEY RESPONSIBILITY AREAS:

- Research and retrieve material from the library accessible at the court physically and electronically;
- Participate in sub-committee of researches at the court;
- Attend training programs and orientation program or seminars of the court;
- Proofreading and side checking of all draft judgment;
- Convey all documents and criticisms 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;
- Compile summaries of judgments delivered in the Eastern Cape;
- Assist the Law Librarian to retrieve certain information required by the judges.

SKILLS AND COMPETENCIES:

- Research and analytical skills;
- Report writing skills;
- Good communication skills (verbal and written);
- Computer literacy;
- Ability to conduct research using electronic research engines/tools;
- Ability to conduct research manually using text books; statutes; journals etc;
- Project management, including planning and organising ability;
- Ability to integrate knowledge from diverse sources;
- Accuracy and attention to detail;
- Interpersonal skills;
- Problems solving skills;
- Ability to work under pressure.

ENQUIRIES: Ms Lalitha Marrie ☎ (031) 372 3109

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Provincial Head: Office of the Chief Justice Service Centre, Private Bag X54372, **DURBAN**, 4000 OR Can be hand delivered Office of the Chief Justice, Provincial Office, 3rd floor Devonshire House, 2 Devonshire Place, **DURBAN 4000.**

CLOSING DATE: **4 MARCH 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 shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

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

