



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 : 2015/200/OCJ

POST : LAW RESEARCHER

CENTRE : WESTERN CAPE HIGH COURT: CAPE TOWN

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.
- LLM and/ or strong research skills will be an advantage.

KEY RESPONSIBILITY AREAS:

- The law researcher must provide professional legal research assistance to the respective courts, comprising, amongst other the following:
- Conduct legal research and/or provide assistance as may be required from time to time by the Judges at the respective courts.
- Performing quasi – judicial functions.
- Monitoring and bringing to the attention of Judiciary new developments in law and jurisprudence.
- Performing any court – related work requested to improve the efficiency of the court.

SKILLS AND COMPETENCIES:

- Excellent research and analytical skills.
- Report writing and editing skills.

- Ability to speak and write iEnglish.
- Computer literacy (MS Word).
- Ability to access and utilise computer research programmes (Westlaw, Lexis, Nexis, Jutas).
- 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 M Beker ☎ 021-469 4012

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Provincial Head: Office of the Chief Justice Service Centre, Private Bag X9020, **CAPE TOWN**, 8000. For the attention of Ms M Beker. Applications can also be hand delivered to the Office of the Chief Justice Service Centre, 35 Keerom Street, Cape Town, 8000.

CLOSING DATE: **4 DECEMBER 2015**

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

