



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 : 2015/194/OCJ

POST : SENIOR LAW RESEARCHER

CENTRE : PRIVATE OFFICE OF THE CHIEF JUSTICE

SALARY : R 569 538.00 - R 670 890.00 per annum (all-inclusive). The successful candidate will be required to sign a Performance Agreement.

REQUIREMENTS:

- LLB or equivalent qualification.
- 5 Years appropriate legal research experience (Experience as a legal practitioner/researcher would serve as an advantage).
- Knowledge of the South African Constitutional and Judicial Framework and an understanding of the functioning of the Superior and Lower Court Systems.
- Proven ability to draft complex documents and legal instruments.
- Advance application of MS Office Applications.
- Valid driver's Licence.

KEY RESPONSIBILITY AREAS:

- Conduct legal and other research of an advance nature as directed from time-to-time in the Private Office of the Chief Justice.
- Coordinate the publishing of research products.
- Liaise with other components in the Private Office of the Chief justice and Research Institutions with a view to mobilize external support for the development of research products.
- Analysis of relevant external research reports and facilitate processes to align judicial practices accordingly.
- Maintain a repository of research products.
- Assist other components in the Private Office of the Chief Justice with legal and other research work.

- Ensure the effective and efficient utilization of resources allocated to the Sub Unit.

SKILLS AND COMPETENCIES:

- Analytical skills.
- Report writing and presentation skills
- Interpersonal relations
- Planning and organizing
- Computer literacy
- Communication (written and verbal) skills
- Presentation skills
- Supervisory skills

ENQUIRIES: Ms Charmaine Gideon ☎ (011) 838 2010

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Director: Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 13th floor, Edura House, 41 Fox Street, Johannesburg.

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

