



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 REF NO: 2016/210/OCJ**
- SALARY** : R 311 784.00 – R 367 254.00 per annum. The successful candidate will be required to sign a Performance Agreement.
- CENTRE** : National Office: Judicial Service Commission
- REQUIREMENTS** : An LLB degree or four year recognized legal qualification; 2 year's relevant experience; 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.
- DUTIES** : Rendering assistance to the Judicial Service Commission and its Committees; Receiving and attending to complaints against Judges; Maintaining a register of complaints lodged against Judges; Tracking of records on behalf of prisoners lodging appeals ;Consulting with State Attorneys and Advocates on litigation matters; Maintaining of stakeholder relations with referral institutions; Provide research and legal assistance to the Chief Directorate: Judicial Policy, Research and the JSC; Managing cases relating to loss control on behalf of the Department; Any Ad hoc task within the Unit.
- ENQUIRIES** : Ms L Mothemane ☎ (010) 493 2500
- APPLICATIONS:** 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, 188, 14th Road, Noordwyk, MIDRAND.
- CLOSING DATE:** **5 AUGUST 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

