



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 service of the following dynamic person is required to capacitate the Office:

REFERENCE : **2016/131/OCJ**

POST : **LAW RESEARCHER**

CENTRE : **EASTERN CAPE HIGH COURT: PORT ELIZABETH**

LEVEL : **9**

SALARY : R 311 784 – 367 254 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An LLB degree or four year recognize legal qualification;
- 0-3 year's relevant experience.

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
- Proof reading 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:

- Computer Literacy
- Language Skills (Oral & Written)
- Legal administration skills
- Loyal, honest, ability to work under pressure.
- Court Skills
- Literacy
- Ability to conduct research using electronic research engines/tools
- Attention to detail
- Diligence and ability to work under pressure

ENQUIRIES: Ms N Biko ☎ (043) 726 8580

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, EAST LONDON, 5200 **OR PHYSICAL ADDRESS:** Office of the Chief Justice Service Centre, No. 3 Phillip Frame Road, CHISLEHURST, EAST LONDON

CLOSING DATE: 03 JUNE 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 