



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 persons are required to establish the Office:

- REFERENCE NO** : 2017/196/OCJ
- POST** : CONTRACT LAW RESEARCHER: (2 POSTS)
- SALARY** : R334 545.00 – R394 065.00 plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : GAUTENG LOCAL DIVISION: JOHANNESBURG
- REQUIREMENTS** : Grade 12 and an LLB Degree or equivalent legal qualification. A minimum of 3 years relevant research experience, knowledge of electronic information resource and online retrieval (e.g My LexisNexis, Jutastat etc.) and a valid driver's license. **Skills and competencies:** Job Knowledge; Excellent communication skills (verbal and written); proven ability to analyze and conceptualize policy and to apply policy successfully; Interpretation of law; Legal writing/ drafting/ legislative drafting skills; Computer literacy (MS word, PowerPoint, Outlook and internet etc.); Research skills; Presentation skills; Problem solving; Interpersonal relations; Planning; Creative and analytical thinking; Customer service orientation; Ability to work under pressure and meet deadlines; Assertiveness and decisive where appropriate; Professionalism; Ability and willingness to learn; Understanding confidentiality in Government; Strong interpersonal relations; Decision making.
- DUTIES** : Research and retrieve material from the library accessible at the court physically and electronically; Participate in sub-committee of research at the court; Attend training programs and orientation program or seminars of the court; Proofreading and side checking of all draft judgements; Convey all documents and criticisms to the Judiciary; Retrieve and analyse pertinent information in order to prepare draft speech and papers for local and international conferences; Provide updating services to ensure that the Judges are alerted to the impact of recent local and foreign policies on the previous judgement; Conduct research for the Judges of the Division; Write competent research memorandums; Keep Judges abreast with new developments in law; Perform Quasi- judicial functions; Library duties; Attend to additional tasks for Judges. Develop weekly, monthly and quarterly plans and reports.
- CLOSING DATE:** 10 NOVEMBER 2017
- APPLICATIONS:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 12th floor, Cnr Pritchard and Kils Street, Johannesburg. **ENQUIRIES:** Ms T Mbalekwa (011) 335-0404
- 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** 

