



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 3 September 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: 2015/84/EC/OCJ

POST: LAW RESEARCHER

CENTRE: EASTERN CAPE HIGH COURT: PORT ELIZABETH

SALARY: R 270 804 - 327 126 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.

SKILLS AND COMPETENCIES:

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

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
- Proofreading 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.

ENQUIRIES: Ms Dibuseng Mongoato 📞 (043) 702 7108/9

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: 26 JUNE 2015

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 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 SA, 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. Successful candidates may be required to undergo security clearance.

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 

HEAD: INTERGRATED HUMAN RESOURCES