



REPUBLIC OF SOUTH AFRICA

OFFICE OF THE CHIEF JUSTICE

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: 2015/04/NC

POST: SENIOR LAW RESEARCHER

CENTRE: NORTHERN CAPE HIGH COURT: KIMBERLEY

PACKAGE: R 337 998 – R 398 139 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate four year recognized legal degree or equivalent legal qualification (LLB);
- Three years' experience as a Law Researcher;
- A valid EB driver's license will be an added advantage

KEY RESPONSIBILITY AREAS:

- Perform all legal research for the Judges to enable them to prepare judgments;
- Research and retrieve all material from all sources in both hard copy and electronic formats on a legal issues, as requested by Judge;
- Read all the relevant material and analyze it thoroughly;
- Discuss all possible variations on a legal point with colleagues and/or the Judge;
- Prepare a comprehensive memorandum on the outcome of the research;
- Provide both positive and negative views relating to the legal issues;
- Perform proof reading functions;
- Proof read all judgments, articles, speeches and conference papers with respect to spelling and grammar;
- Double check all reference and foot notes in all judgments and legal articles against the original text to ensure correctness;
- Correct all mistakes with the help of track changes so that the Judge can accept or decline any proposed changes;
- Drafting of speeches, legal articles and conference papers;
- Research all materials from all sources in both hard copy and electronic formats on a

legal issues, as requested by Judge;

- Read all the relevant material and analyze it thoroughly;
- Prepare a draft speech, conference paper or article;
- Make all changes and additions if the Judge requires some;
- Prepare a Power Point presentation where applicable;
- Submit the speech and Power Point presentation together with the necessary documentation to the Judge;

ENQUIRIES: Ms S Ruthven 📞 (053) 807 2733

APPLICATIONS: Quoting the relevant reference number, direct your application to:

The Provincial Head: Office of the Chief Justice Service Centre, Private Bag X5043 , Kimberley, 8300. Applications can also be hand delivered to Ms S Ruthven, High Court, Sol Plaatje Drive, Room B107, Kimberley.


CLOSING DATE: 27 February 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. 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 

CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT