



188, 14th Road, Noordwyk, Midrand, 1685
Private Bag X10, Marshalltown, 2107
Tel: +27 10 493 2500 (Switchboard)
E-mail: info@judiciary.org.za
www.judiciary.org.za

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 OCJ:

POST : LAW RESEARCHER (8 POSTS)

**CENTRE : PORT ELIZABETH HIGH COURT, REF NO: 2018/167/OCJ
PIETERMARITZBURG HIGH COURT, REF NO: 2018/168/OCJ
LAND CLAIM COURT: RANDBURG, REF NO: 2018/169/OCJ
FREE STATE HIGH COURT, REF NO: 2018/170/OCJ
WESTERN CAPE HIGH COURT, REF NO: 2018/171/OCJ
SUPREME COURT OF APPEAL: BLOEMFONTEIN (3 POSTS), REF NO: 2018/172/OCJ
(3 YEAR CONTRACT)**

LEVEL : 9

SALARY : R 356 289.00 – R 419 679 .00 per annum. The successful candidate will be required to sign a performance agreement. Contract posts includes 37% in lieu of benefits.

REQUIREMENTS:

- A four (4) year legal qualification.
- A minimum of 1 year' post-qualification work experience in legal research;
- Knowledge of electronic information resource and online retrieval.

SKILLS AND COMPETENCIES:

- Excellent communication skills (verbal and written);
- Computer literacy, research capabilities; Administrative and organizational skills;
- Problem solving and planning skills;
- Decision making skills;
- Time management skills;
- Customer service orientated; assertiveness and decisiveness, attention to detail;
- initiative; ability to remain calm, work under pressure and meet deadlines;
- Problem solving; Interpersonal relations;
- Assertiveness and decisive where appropriate.

KEY PERFORMANCE AREAS:

- Conduct legal research as directed by Judges;
- maintain a repository of research products;
- Ensure the effective and efficient use of legal materials allocated to the court;
- Proofreading and citation checking of all draft judgements;
- prepare draft speeches and or papers for local and international conferences where so requested;
- Alert Judges of new developments in the law.



APPLICATIONS:

EASTERN CAPE: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London, or hand deliver applications to, Office of the Chief Justice Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent, East London
ENQUIRIES: Mr S Mponzo (043) 7265217.

KWAZULU-NATAL: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, **DURBAN**, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street: **ENQUIRIES: Ms L Marrie (031) 372 3167**

GAUTENG: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to, 12th floor, Cnr Pritchard and Kris Street, Johannesburg.
ENQUIRIES: Ms T Mbalekwa (011) 335-0404.

WESTERN CAPE: The OCJ Provincial Head, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town. **ENQUIRIES: Ms M Baker (021) 469 4000**

SUPREME COURT OF APPEAL AND BLOEMFONTEIN HIGH COURT : Quoting the relevant reference number, direct your application to The OCJ Provincial Head, Office of the Chief Justice, Private Bag x20612, BLOEMFONTEIN, 9300 or hand delivered applications to The Free State High Court, Corner President Brand and Fontein Streets,
ENQUIRIES: Ms M Luthuli (051) 406 8191.

CLOSING DATE:**27 JULY 2018****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 completed and signed form Z83 should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), 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.

Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

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). Successful candidates should note that in terms of Regulation 13 (c) of the Public Service Regulations, 2016, an employee shall not conduct any business with any organ of State or be a director of a public or private company conducting business with an organ of State. 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

