



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/s are required to capacitate the Office:

REFERENCE	2020/18/OCJ
POST	SENIOR LAW RESEARCHER
CENTRE	MMABATHO HIGH COURT
LEVEL	10
SALARY	R 470 040.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- LLB Degree or four year legal qualification.
- 3 years' experience as law Researcher.
- A valid driver's licence.

SKILLS AND COMPETENCIES:

- Communication (verbal and non-verbal).
- Numerical skills.
- Technical expertise.
- Information Technology.
- Attention to detail.
- Planning, organising and control.
- Problem solving and decision making skills.
- Customer service.
- Interpersonal skills.
- Conflict management skills.
- Work ethic and motivation.



- Professional appearance and conduct.
- Self-management and leadership skills.

KEY PERFORMANCE AREAS

- To receive research request and /or quasi-judicial functions from Judges
- To conduct research functions and allocate work equally to Researchers.
- Perform Human Resource related functions in supervising Researchers.
- Attending regular meetings with management and Judges and ensure that all relevant information is conveyed to Researchers.
- To compile all information gathered electronically or manually in data file along with a research report.
- To deliver research and discuss findings with relevant Judge.
- Have the ability to work on more than one research project at a time and still deliver exceptional quality research work,
- Monitor and bring to the attention of justices regarding new development in law and jurisprudence.
- Perform any Court related work requested to improve the efficiency to the Court.
- To assist with the communication, organization and full secretariat functions for the Judge President Case Flow Management meetings.

ENQUIRIES: Mr OPS Sebatso Tel No: (018) 397 7114

APPLICATIONS Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng.

CLOSING DATE: 28 February 2020

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.

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 a competency assessment 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.

We welcome applications from persons with disAbilities 

