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**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:**

<b>REFERENCE</b>	<b>2021/122/OCJ</b>
<b>POST</b>	<b>LAW RESEARCHER (3 YEAR CONTRACT)</b>
<b>CENTRE</b>	<b>LABOUR AND LABOUR APPEALS COURT: JOHANNESBURG</b>
<b>LEVEL</b>	<b>9</b>
<b>SALARY</b>	R 376 596.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

#### **REQUIREMENTS:**

- An LLB degree or four (4) years' recognized legal qualification.
- Two (2) years' relevant legal experience.
- A minimum of three (3) years legal research experience.
- Completed articles will be an advantage.
- Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat).

#### **SKILLS AND COMPETENCIES:**

- Excellent research skills.
- Report Writing and editing skills.
- Excellent communication skills (written and Verbal).
- Problem analysis, solving and planning skills.
- Decision making skills.
- Time management skills.
- Creative and analytical skills.



## **KEY PERFORMANCE AREAS:**

- Perform all legal duties for the judges to enable them to prepare- judgements.
- Research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge.
- Read all the relevant material and analysis it thoroughly.
- Discuss all possible variations on a legal point with colleagues and/ or the judge's attention.
- Prepare a comprehensive memorandum on the outcome of the research.
- Proof read all judgement, articles, speeches and conference papers with respect to spelling and grammar.
- Double check all references and foot notes in all judgements and legal articles against the original text to ensure correctness.
- Correct mistakes with the help of track changes so that judges can accept or decline any proposed changes.
- Drafting of speeches, legal articles and conference papers, electronic formats on legal issues, as requested by a judge.
- Read all the relevant materials and analysis it thoroughly.
- Prepare and draft speech, conference paper or article, make all changes and addition if they require some.
- Prepare a PowerPoint where applicable and submit the speeches.

**ENQUIRIES:**            **Ms. T Mbalekwa Tel No: (011) 355 0404**

**APPLICATIONS:**    Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

**CLOSING DATE:**    **21 May 2021**

**NOTE:**                Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

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 the



new form Z83, obtainable from any Public Service Department. ([www.dpsa.gov.za/vacancies/](http://www.dpsa.gov.za/vacancies/) [www.judiciary.org.za](http://www.judiciary.org.za)). 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** 

