



**THE OFFICE OF THE CHIEF JUSTICE  
CONSTITUTIONAL COURT OF SOUTH AFRICA**

**CALL FOR APPLICATIONS  
LAW CLERKS 2023: Ref No: 2023/01/OCJ**

The Constitutional Court invites applications from suitable candidates for appointment as **Law Clerks for 2024/2025**. Each Justice of the Constitutional Court is assisted by two Law Clerks; whose primary function is to carry out legal research for their respective Justice.

Appointments are made for the periods of **January 2024 to December 2024 or July 2024 to June 2025**, depending on each Justice's requirements. Applicants should indicate the period for which they wish to be considered. It must be noted that all applications are considered by all the Justices of the Court, consequently, applicants should not specify a preference to work for a specific Justice.

To qualify for the above position, applicants must be South African citizens and should be in possession of a Grade 12 (Matric) Certificate and an LLB Degree or any appropriate equivalent legal qualification degree/qualification at NQF Level 8 with 480 Credits as recognized by SAQA or should be in the final year of study for such degree. Applicants should display an interest in courses relating to constitutional law. Academic excellence and research experience will be an added advantage.

**Applications should include the following:**

- (1) A new Z83 form, which can be downloaded from the internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za) or obtainable from any Public Service Department. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the job title and the reference number as stated in the advert. Failure to fully complete the form, sign and initial will lead to disqualification of the application during the selection process. Applications using the old Z83 will not be considered.
- (2) A cover letter for the job application;
- (3) A recent, comprehensive curriculum vitae (CV);
- (4) Copy of an Identity Document (ID);
- (5) Copies of all qualifications (Grade 12 (Matric) certificate, high education qualifications and academic records/transcripts);
- (6) Letters of recommendation from three contactable referees (indicating their names, emails and telephone numbers); and
- (7) An example of written work that is between 6-12 pages in length, which is solely written by the applicant and demonstrates the applicant's legal research, writing and critical analysis skills.

Should the applicant be in possession of a foreign qualification, it is the applicant's responsibility to ensure that the qualification is accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).

Failure to submit all the requested documents will result in the application not being considered during the selection process.

Applicants who are shortlisted for an interview will be notified either by June / July 2023. If you are not notified by that date, please consider your application unsuccessful. Only shortlisted candidates will be required to submit certified copies of the required documents on or before the day of the interviews. Suitable candidates will be subjected to a personal suitability check/vetting process (criminal record, qualification verification, citizenship check and reference checks).

The Office of the Chief Justice (Constitutional Court) is an equal opportunity employer and seeks to ensure that the persons selected are broadly representative of the South African population in terms of race, gender and background. 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 and persons with disabilities. The Office of the Chief Justice reserves the right not to make any appointment(s).

The Office of the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for.

In the event your application was unsuccessful, the Office of the Chief Justice (Constitutional Court) will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice (Constitutional Court) will safeguard the security and confidentiality of all information you shared during the recruitment process.

The salary for these contract positions is **R 393 711.00** per annum plus 37% in lieu of benefits. No other benefits are afforded.

Applicants who are successful must be willing to relocate and find their own accommodation as well as to meet all the transportation requirements and all associated costs. Please note that the Office of the Chief Justice is not in a position to pay resettlement costs.

**Applicants must please be advised that the advert runs from 01 January 2023 with a closing date of 31 March 2023. No applications received outside these dates will be considered.** All applications must be filed in either one of the following manners:

1. Electronically by email to: [applications@concourt.org.za](mailto:applications@concourt.org.za)
2. By registered post to: The Director: Human Resources  
Office of the Chief Justice  
Private Bag X10, Marshalltown  
2107
3. By hand delivery to: The Office of the Chief Justice  
Human Resource Management and Development  
188, 14th Road, Noordwyk  
Midrand  
1685

All enquiries should be directed to the Office of the Chief Justice: Human Resources Department on **010 493 2500 / 2533 / 2531/ 2528**. Attention to **Mses. C Gideon and S Tshidino or Mr K Mphela**).