

## OFFICE OF THE CHIEF JUSTICE

*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, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.*

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban, 4000.
- CLOSING DATE** : 23 February 2024
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office 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 121 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 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 will safeguard the security and confidentiality of all information you shared during the recruitment process.

## OTHER POST

- POST 05/01** : **LAW RESEARCHER REF NO: 2024/11/OCJ**
- SALARY** : R424 104 – R496 467 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Durban High Court
- REQUIREMENTS** : Matric Certificate and an LLB degree or a four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases.; A valid driver's license. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Computer literacy (MS Word, PowerPoint, Outlook and Internet Browser); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat. Sabinet); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problem solving skills; Ability to work under pressure and meet deadlines; Ability to work independently. Candidates will be required to undergo a research assignment/test.

**DUTIES**

: Assist judges in the preparation of judgments, by carrying out research and proof-reading draft judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges. Read all the relevant material and analyse 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. Proof read and edit all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct Judgments and documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Assist court personnel with research related queries. Attend to additional duties as assigned.

**ENQUIRIES**

: Technical enquiries: Ms S Govender Tel No: (031) 492 8821  
HR related enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206