



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 9065, EAST LONDON, 5241 • 3 Philip Frame Road, Waverley Park, Chisselhurst, EAST LONDON
Tel 043 207 7000, Fax 043 721 2215

Sub-Office File 2/1/5

20 June 2008

VACANCIES
(Regional Office File 6/4/2/1)

REFERENCE: 08/108/EC

POST: SENIOR LAW RESEARCHER

CENTRE: HIGH COURT, GRAHAMSTOWN

SALARY: R196 815 – R228 482 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate four year legal degree or equivalent qualification;
- Three years experience in the legal environment;
- Valid driver's license;

Skills and Competencies:

- Computer Literacy;
- Report writing skills;
- Research and analytical skills;
- Project management, including planning and organizing ability;
- Ability to integrate knowledge from diverse sources;
- Ability to work under pressure;
- Accuracy and attention to detail;
- Excellent English language and writing skills.

DUTIES:

- Conduct legal research as may be required from time to time by the courts;
- Perform quasi-judicial functions;
- Monitoring and bringing to the attention of judiciary new developments in law and jurisprudence;
- Performing any court related work requested to improve the efficiency of the courts;

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- Conduct all research as required by the Judge President's Office;
- Supervise all Law Researchers;
- Writing analytical summaries of written argument or evidence and assessing arguments in the light of academic legal literature and case law;
- Assisting the Judge in court;
- Assisting the Judge in court-related work such as committees, organizational work and international human rights work;
- Cite-checking draft judgments before delivery;
- Provide both verbal and written legal opinion to the Judge after researching in statutes; journals and text books;
- Render professional assistance to the Judge President
- Manage performance assessment and development for all other Law Researchers.

ENQUIRIES: Mr. P Hattingh ☎ (043) 721 2212

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, EAST LONDON, 5200.

CLOSING DATE: 17 July 2008

NOTE: Preference will be given to all designated groups

Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license as well as a detailed CV. **Applications that do not comply with the above mentioned requirements will not be considered.**

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996) and the staffing policy of the Department of Justice will be taken into consideration.

Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful.

DIRECTOR: HUMAN RESOURCES – EASTERN CAPE