



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE, GAUTENG
Private Bag X6, Johannesburg, 2000 • 16th Floor Carlton Centre, Commissioner Street,
JOHANNESBURG
Tel (011) 331 0440, Fax (011) 331 1062

Sub-Office File 2/1/5

16 July 2008

REFERENCE: 08/199/GP

POST: LAW RESEARCHER (17 POSTS)

**CENTRE: REGISTRAR OF THE HIGH COURT
JOHANNESBURG (8 POSTS); HIGH COURT
PRETORIA (7 POST); LABOUR COURT
JOHANNESBURG (1 POST); LAND CLAIMS (1
POST).**

SALARY: R 174 243 – 202 287 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An LLB degree or equivalent qualification;
- Two years relevant experience.

Skills and Competencies:

- Computer Literacy
- Language Skills (Oral & Written)
- Legal administration skills
- Loyal, honest, ability to work under pressure, etc
- Court Skills
- Literacy

DUTIES:

- Research and retrieve material for the library accessible to the court physically and electronically
- Participate in sub-committee of researches at the court
- Attend training programs and orientation program or seminars of the court
- Proofreading and side checking of all draft judgment
- Convey all documents and criticisms to the Judiciary
- Retrieve and analyse pertinent information in order to prepare draft speech and papers for local and international conferences
- Provide updating services to ensure the Judges are alerted to the impact of recent local and foreign policies on the previous judgment

ENQUIRIES: The respective Court Managers on Job content or
Mr. D Van Loggenberg on (011) 223 7600

APPLICATIONS: **If applying for more than one post, please list in order of preference.**

Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

CLOSING DATE: 4 August 2008

NOTE: 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. **The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required.** 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), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

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. The department reserves the right not to fill this position.

DIRECTOR: HR