



# the doj & cd

Department:  
Justice and Constitutional Development  
**REPUBLIC OF SOUTH AFRICA**

Private Bag X 81, PRETORIA, 0001 • Momentum Centre, 329 Pretorius Street, PRETORIA  
Tel (012) 315 1111, Fax (012) 315 1113

**Sub-Office File 2/1/5**

**25 January 2008**

**VACANCIES**  
**(Head Office File 6/4/2/1)**

**REFERENCE: 08/13/LAS**

**POST: LEGAL RESEARCHER (5 POSTS)**

**CENTRE: OFFICE OF THE CHIEF STATE LAW ADVISER,  
CAPE TOWN**

**SALARY:** R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- An appropriate four year recognized legal degree or an equivalent legal qualification (LLB);
- Experience as a legal researcher will serve as a strong recommendation;
- Knowledge and experience in the field of Constitutional Law, Labour Law, Administrative Law, Law of Evidence, International Law and Criminal Law.

**Skills and Competencies:**

- Computer literacy (MS Office);
- Excellent communication skills (written and verbal);
- Interpersonal skills;
- Able to handle stress and work under pressure;
- Organisational skills;
- Ability to draft reports;
- Deal with confidential information;
- Ability to work accurately and timeously;
- Willingness to work long hours;
- Able to use multiple resources – Butterworths and Juta products, library, foreign law, internet etc.

**DUTIES:**

- Carry out legal research and maintain appropriate records and systems to enable research to be accessed by others;
- Maintain legal and constitutional documents and ensure they are updated;
- Consider legal question and plan how to go about answering it before conducting actual research;

**TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

- Find and summarise in a report relevant research to help answer a legal question;
- Locate and analyse foreign statutes and read material on the topic or legal question provided;
- Keep abreast of the law including changes in the law;
- Assist in the development of good office practice with regard to research;
- Attend to own administrative work.

**ENQUIRIES:** C Booyse or A Johaar ☎ (021) 441 4900

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
**Postal address:** The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.

**OR**

**Physical address:** Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE:** 18 February 2007

**NOTE:** Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. **The CV to be typed and completed by all applicants is available on the DOJ website [www.doj.gov.za](http://www.doj.gov.za) or at any DOJ&CD sub-office and this typed CV 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. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. 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.

**CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE**