



# 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**

**22 August 2008**

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

**REFERENCE: 08/329/CS**

**POST: LEGAL RESEARCHER**  
**(3 MONTHS CONTRACT APPOINTMENT)**

**CENTRE: NATIONAL OFFICE: PRETORIA**

**SALARY:** R145 920 + R53 990.40(37%) = R199 910.40 per annum.  
The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- LLB or four year recognized legal qualification;
- At least one year experience in research;
- Knowledge of public administration and the Public Finance Management Act;
- Core functions of the Department and Government will be an added advantage;
- Knowledge of Departmental/ Government strategy, Criminal Law (Sexual Offences and Related Matters) Amendment Act;
- Drivers' License.

**Skills and competencies:**

- Communication (verbal & written) skills;
- Computer literacy;
- Project management;
- Ability to report writing and presentation.

**DUTIES:**

- Conduct research activities for Sub-Directorate: Sexual Offences Courts and Legislation, and administrative support where necessary;
- Update the Director, Deputy Director and Sub-directorate results of the research
- Develop and maintain information database for research
- Collate any information necessary for planning and decision-making
- Keep the Sub-directorate abreast of new developments in the Criminal Law and Sexual Offences Legislation
- Co-ordinate results of research and make recommendations
- Render Secretarial and administrative support to the Sexual Offences Courts Project meetings, the Workshops and Maintenance Forum to be convened;
- Manage procurement and administrative support to the Sub-Directorate and staff.

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

**ENQUIRIES:** Ms M Kganyago ☎ 012 315 1844

**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:** **01 September 2008**

**NOTE:** Applications will 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 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. This must be typed and 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 South Africa, 1996 (Act No. 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No. 55 of 1998) and relevant Human Resource policies of the Department will be taken into consideration. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process.

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

**CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE**