



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X2033, MMABATHO, 2735 – Tirelo Building, Dr. Albert Luthuli Drive, MMABATHO.
Tel: (018) 389 8302, Fax: (018) 384 2406

Sub-Office File 2/1/5

15 August 2008

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

REFERENCE: 08/VA78/NW

POST: SENIOR LAW RESEARCHER

CENTRE: MMABATHO HIGH COURT

SALARY: R217 482 – 252 483 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) and;
- Three years experience as a Law Researcher

Skills and competencies:

- Excellent communication (oral and written) skills
- Proven ability to analyse and conceptualize policies and to apply the successfully
- Interpretation of Law
- Computer literacy (MS Word, Powerpoint; Outlook, Internet ect.)
- Presentation skills
- Problem Solving
- Interpersonal relations

Duties:

- Providing both verbal and written legal opinions to Judges after researching in statutes, journals and textbooks;
- Monitoring and bringing to attention of Judges new development in law and jurisprudence after researching in statues, journals and textbooks;
- Citing of judgments;
- Writing of memoranda and letters eg. Responding to correspondence from prisoners and members of the public;

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- Liaising with Law researchers from other divisions for purposes of exchanging delivered judgements;
- Co-ordinate the work of the Law Researchers.

ENQUIRIES: Mr. Lazarus Moetanalo at ☎ (018) 389 8362.

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X2033, Mmabatho, 2735.

CLOSING DATE: **01 September 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 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 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: HUMAN RESOURCES

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT