



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/VA79/NW

POST: LAW RESEARCHER

CENTRE: MMABATHO HIGH COURT

SALARY: R174 243 – R202 287 annum. The successful candidate will be required to sign a performance agreement.

Requirements:

- An appropriate four year Legal Degree or Equivalent Qualifications;
- The applicants must have the ability to speak and write impeccable English

Skills and competencies:

- Computer literacy (MS Word)
- Report Writing
- 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

Duties:

- Provide professional legal research assistance to the respective courts
- Conducting legal research as may be required from time to time by the court
- Perform *quasi* judicial functions
- Monitor and bring to the attention of judiciary new development in law and jurisprudence
- Performing any court related work requested to improve the efficiency of the court

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

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