

		level agreement framework and managing strategic Court efficiency projects and best practices, Information and Case/Court documentation management system, Safeguard case records in accordance with prescripts, Achieve excellence in delivering the planned customer service outcomes for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction, Manage PMDS of staff.
<b>ENQUIRIES</b>	:	Technical Enquiries: Ms R Bramdaw Tel No: (010) 494 8584
		HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b>APPLICATIONS NOTE</b>	:	Applications can be sent via email at 2025/60/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b>POST</b>	:	<b>LAW RESEARCHER REF NO: 2025/ 67/OCJ</b>
<b>SALARY</b>	:	R468 459 - R551 823. per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<b>CENTRE</b>	:	<b>Northern Cape Division of the High Court: Kimberley</b>
<b>REQUIREMENTS</b>	:	Matric Certificate and an LLB degree or four year recognized legal qualification at NQF level 8; A minimum of two (2) years relevant post qualification legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases A valid driver's license; Completed articles will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b>DUTIES</b>	:	Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Assist court personnel with research related queries as assigned.
<b>ENQUIRIES</b>	:	HR related enquiries: Ms L Wymers Tel No: (053) 492 3533
<b>NOTE</b>	:	Applications can be sent via email at 2025/61/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b>POST</b>	:	<b>LAW RESEARCHER (X2 POSTS)</b>
<b>SALARY</b>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

**CENTRE**

**Supreme Court of Appeal: Bloemfontein Ref No: 2025/68/OCJ**  
**Free State Division of the High Court: Bloemfontein Ref No: 2025/69/OCJ**

**REQUIREMENTS**

: Grade 12. LLB degree or four year recognized legal qualification. A minimum of two (2) years relevant legal experience. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES**

: Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Assist court personnel with research related queries as assigned.

**ENQUIRIES**

: HR related enquiries: Ms L Wymers Tel No: (053) 492 3533  
 Applications can be sent via email at 2025/62/OCJ@judiciary.org.za

**NOTE**

: The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST**

: **LAW RESEARCHER REF NO: 2025/70/OCJ**

**SALARY**

: R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

**CENTRE**

: **Land Court: Randburg,**

**REQUIREMENTS**

: Grade 12, LLB Degree at (NQF 08), valid driver's license, a minimum of two (02) years' legal experience and a minimum of three (03) years legal research experience. Superior or litigation experience will be an added advantage. Skills and Competencies: Basic Conditions of Employment Act and related labour laws & Departmental policies, Knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, Sound understanding of South African law and judicial system, Interpretation and application of the law, Batho Pele Principles.

Communication skills (verbal and written), Problem solving and decision-making skills. Excellent research and analytical skills, Report writing and editing skills, Problem solving skills, Financial management skills, Strategic skills, Analytical skills, Presentation skills, Planning and organizing skills, Computer literacy, (Word, PowerPoint & Excel,). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.