



THE OFFICE OF THE CHIEF JUSTICE
CONSTITUTIONAL COURT OF SOUTH AFRICA
CALL FOR APPLICATIONS
LAW CLERKS 2025: REF NO: 2024/01/OCJ

The Constitutional Court invites applications from suitable candidates seeking appointment as Law Clerks for 2025. Each Justice of the Constitutional Court is assisted by two Law Clerks whose primary function is to carry out legal research for their respective Justice. Appointments are made for the periods **January 2025 to December 2025** or **July 2025 to June 2026** dependent on each Justice's requirements. Applicants should indicate the period for which they wish to be considered. Applications are considered by all Justices of the Court, and applicants should not specify a preference to work for a specific Justice. The Office of the Chief Justice (Constitutional Court) seeks to ensure that persons selected are broadly representative of the South African population in terms of race, gender and background.

1. Applicants should be in possession of Matric plus an LLB degree or a four (4) year legal qualification (or an equivalent or post-graduate degree) **or in the final year of study for such degree** and should display an interest in subjects relating to constitutional law. Academic excellence and research experience is recommended.
2. **Applications must be submitted as a single PDF bundle containing the following documents in the order listed below:**
 - (a) Completed NEW Z83 application form, which can be downloaded at <https://www.judiciary.org.za/> or www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department. Each Z83 application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the old Z83 form will not be considered;
 - (b) Cover letter for job application (not longer than 2 pages in length);
 - (c) A recent comprehensive Curriculum Vitae (CV). Please indicate on your CV what city you will be based in 2024. If you will not be based in Johannesburg, please indicate whether you may require assistance with travel arrangements to Johannesburg for the interviews (should you be shortlisted);
 - (d) Uncertified Copies of all qualifications (matric certificate, academic qualifications with academic transcripts (academic record) will be acceptable for short listing purpose. Should the

applicant be in a possession of a foreign qualification, it is the applicant's responsibility to ensure that it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).

- (e) South African Identity Document (ID) copy;
 - (f) Letters of recommendation from two contactable referees (indicating their names, emails and telephone numbers); and
 - (g) An example of written work between 6 - 12 pages in length, which demonstrates critical legal analysis and is written solely by the applicant.
3. All applicants must be South African citizens.
 4. **Only shortlisted candidates will be required to submit certified documents / copies on or before the day of the interviews.**
 5. Failure to submit all the requested documents will result in the application not being considered during the selection process.
 6. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification, citizenship checks, reference checks)
 7. The Department reserves the right not to make any appointment(s).
 8. Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities.
 9. The salary for these contract positions is **R 424 106.00 per annum plus 37% in lieu of benefits**. No other benefits are afforded.
 10. Applicants who are successful must please note that Office of the Chief Justice is not in a position to pay resettlement costs. Applicants must be willing to find their own accommodation and transportation.
 11. The advert runs from **1 January 2024** with a closing date **31 March 2024**. No applications will be considered outside this application timeline.
 12. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.
 13. **Quoting the relevant reference number, direct your application to:**
 - (a) Electronically by email to applications25@concourt.org.za
 - (b) Posted at The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107
 - (c) or hand deliver at Office of the Chief Justice, Human Resource Management and Development 188, 14th Road, Noordwyk, Midrand, 1685
 14. Enquiries should be directed to Office of the Chief Justice: Human Resources Department on 010 493 2500 / 2533 / 2531/ 2528. Attention to Ms S Tshidino/Mr A Khadambi/Mr K Mphela