LEGAL RESEARCHER: KNOWLEDGE MANAGEMENT AND RESEARCH

**Position:**
Legal Researcher

**Scope:**
Knowledge management

**Responsibilities:**
- Legal knowledge of the governmental structure, responsibilities of each branch and the various jurisprudence
- Understanding of the Public Protector Act
- Working under a high level of confidentiality
- Ability to maintain confidentiality
- Ability to work under pressure

**Requirements:**
- Degree in Law or BCom Law
- Minimum of 2 years relevant experience in Legal Research
- Knowledge of South African Public Service Administration
- Understanding of the PFMA
- Understanding of the National Treasury
- Understanding of good governance

**Key responsibilities and duties:**
- Legal researcher and implement knowledgement strategies and platforms
- Assist in managing and implementing legal data management platforms
- Utilize legal research tools and marketing platforms
- Assist in legal research
- Assist in legal research and staffing of research papers
- Legal documentation and legal research
- Legal research tools and marketing platforms

**Competencies:**
- Good customer service skills
- Ability to meet deadlines and work under pressure
- Ability to maintain a high level of confidentiality
- Professionalism
- Ability to correspond with colleagues, internal and external customers
- Reliable and hardworking
- Accuracy
- Ethical conduct

**Remuneration:**
R160,613.28 per annum plus benefits

**Enquiries:**
Mr L Biyela, tel 012 366 7032

**Registration:**
ppa@pprotect.org

**PPSA:**
03/03/2021

**Note:**
Appointments will be made in terms of the Public Protector Act. The successful candidate will be expected to sign the secrecy declaration form and performance agreement within 2 months of accepting the position.

**A successful candidate will have undergone security clearance, vetting and practical assessments may be conducted.**

**This office reserves the right not to fill the vacancies. Correspondences will be limited to the short-listed candidates. Should you not be contacted in 2 months, please consider your application as closed.**

**Applications:**
Must be accompanied by a covering letter with a detailed CV with 3 references and certified copies of qualifications, driver’s license and ID document.

**The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representativeness (race, gender and disability). Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity in the Office and who resides in the Province the advertised position is in.**

**Late applications will not be considered.**

Please direct your application, stating the relevant reference number as follows:

For the attention of Human Resources Admin Unit by post to Private Bag X77, Pretoria, 0001 or hand - deliver to 175 Lusumun Street, Public Protector House, Private Bag X77, Pretoria, 0001

R.B. Fixed and e-mailed applications will not be accepted.

**Closing Date:**
09 March 2021 - 16:30