

**THE PRESIDENCY**

*The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of "Top Secret".*

<b><u>APPLICATIONS</u></b>	:	The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Mr N Molepo
<b><u>CLOSING DATE</u></b>	:	21 April 2017 @16h30
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

**MANAGEMENT ECHELON**

<b><u>POST 14/23</u></b>	:	<b><u>CHIEF DIRECTOR: LEGAL AND EXECUTIVE SERVICES (LES)</u></b> Chief Directorate: Legal and Executive Services
<b><u>SALARY</u></b>	:	All-inclusive package of R1 068 564 per annum, Level 14
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	LLB and Admitted as Attorney or Advocate. LLM will be an added advantage. A minimum of ten (10) years' relevant experience within identified relevant areas of speciality, of which at least five (5) years must be on Senior Management level. Experience in the public service is essential. Knowledge and understanding of legislation applicable in the public service strategic management and understanding and expertise in the government corporate management framework, including financial management, problem solving and analysis, people management and empowerment, risk management, strategic planning and supply chain management prescripts.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for: Giving legal advice and drafting legal opinions on the application and effects of national legislation provide strategic support to the unit. Quality assurance on all legal issues and legal documentation in support of The Presidency. Provide day-to-day management of LES staff and provide PSLAs with support. Manage LES Communications and stakeholder Relations. Manage and administer information and documents for LES. Manage Strategic Planning, Budgeting and MTEF processes of the LES Chief Directorate to ensure high performance and cost effectiveness of legal services. Support the management of Legal Risks.
<b><u>ENQUIRIES</u></b>	:	Ms L Boshielo Tel no: (012) 300 5864