

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT**

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply.

APPLICATIONS : Applications should be addressed to: The Head of Department, Private Bag X9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers, Ground floor Office 030, Polokwane. Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications, ID document and driver's licence.

CLOSING DATE : 07 July 2017

NOTE : Correspondence will be entered into with short listed candidates only. Late applications, faxed or e-mailed applications will not be considered. If you don't hear from us within 90 days of the closing date, kindly accept that your application has been unsuccessful. However should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of PAJA, Act 3 of 2000. Successful candidates will be subjected to personnel suitability checks on criminal records, citizenship, employment reference, educational qualifications and where applicable financial records.

OTHER POST

POST 24/155 : **SENIOR LEGAL ADMINISTRATIVE OFFICER REF NO: DSD/28**

SALARY : R392 274 – R953 451 per annum [salary will be determined by the years of experience]

CENTRE : Head Office - Polokwane

REQUIREMENTS : Qualifications and competencies: An undergraduate qualification (NQF 7) as recognized by SAQA in Law or LLB. Minimum of eight (08) years' work experience in a Legal environment. A valid drivers' licence. Knowledge and Skills: Strategic capability and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Computer literacy. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication. Public Service knowledge. Negotiation, policy formulation and analytic thinking. Extensive knowledge in drafting strategic legal documents.

DUTIES : Key Performance Areas: Develop the business plan in line with the strategic objectives of the Department. Conduct research and furnish legal advice to the Department. Manage and administer law suits (litigation). Strengthen the Department's legal capacity during negotiations on agreements and contracts. Research, conceptualise, advise and draft legislations. Develop and maintain good relations within the Department and all stakeholders. Manage resources (Financial and physical).

ENQUIRIES : General enquiries about the advertised post should be directed to Mr MJ Sekgobela or Mr PM Phala at 015 230 4407/4426