

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G – 3rd Floor, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 16 February 2018. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on a signed and dated Z83 form (unsigned Z83 form will disqualify an application), which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications (Matric Certificate must also be attached) and ID document and driver's license (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. Department Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 05/67** : **SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: LEG SERV / SLA 2**
- SALARY CENTRE REQUIREMENTS** : R420 909 – 1 023 054 per annum (OSD)
: Pretoria
: Minimum qualification of a Bachelor Degree in Law (LLB) and admission as an Attorney of the High Court of South Africa or Advocate of the Bar Council and in good standing with the Law Society of South Africa and Bar Council. . At least 8-10 years recognised legal experience within the legal field in private and public sector from date of minimum qualification. Computer Literacy (MS Office Packages) Knowledge of and experience in the applicable Legislative Framework on Litigation, Advanced knowledge and management of civil litigation, criminal procedure and practice, court rules. Advanced Contract negotiations, vetting and drafting, Legislative drafting and management of legislative processes. .
- DUTIES** : Research the applicability of legal principles and provide Legal Opinions. Draft legal contracts and documents. Advise on hand or mentor juniors on drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to a legal question. . Determine if contracts are legally certain and whether it reflects the intention of the Department both financially and in terms of its mandate. Peruse and study drafts of proposed bills or amendments to bills, whilst advising and facilitating on the relevant legislative processes. Determine the factual and legal situation on the case initiated on behalf of or against the Department. Establish if the Department should litigate or defend matter. Draft and / or edit legal correspondence on all legal administrative enquiries. Communicate with internal and external stakeholders on legal matters. Assign duties and responsibilities and manage individual performance within the business unit. -. Compile monthly and quarterly reports for presentation to relevant Management Committees. Compile an Expenditure Plan and Report in terms of the financial expenditure of the Business Unit. Compile and maintain an operational risk register for the Business Unit. Maintain a contracts database for the Department.
- ENQUIRIES NOTE** : Adv. M Mufamadi 012 394 5872
: EE Requirements: Preference will be given African Males / Coloured Females / White Males and People with a disability.

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| <u>POST 05/68</u> | : | <u>LEGAL ADMINISTRATION OFFICER MR5 REF NO: LEG SERV / LA 1</u> |
| <u>SALARY</u> | : | R331 692 – 818 301 per annum (OSD) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Minimum qualification of a Bachelor Degree in Law (LLB) and admission as an Attorney of the High Court of South Africa or Advocate of the Bar Council and in good standing with the Law Society of South Africa and Bar Council. . At least 3-5 years recognised legal experience within the legal field in private and or public sector from date of minimum qualification. Computer Literacy (MS Office Packages) Knowledge of and experience in the applicable Legislative Framework on Litigation, Advanced knowledge and management of of civil litigation, criminal procedure and practice, court rules. Advanced Contract negotiations, vetting and drafting, Legislative drafting and management of legislative processes. |
| <u>DUTIES</u> | : | Study and cite relevant cases on aspects related to legal Opinion and provide recommendation and conclusion within permissible legal prescripts. Conduct research on applicable policy, legislation or regulation and legal principles WRT legal Opinion and formulate questions to be answered on legal Opinion. Consult with client to verify request for opinion and contents of the opinion upon finalization. Research the applicability of legal principle on legal Opinion and highlight legal position of the Opinion. Draft, verify the contracts and Memorandum of Understanding (MoU) to be drafted and edited and conduct research on applicable policy, legislation or regulation to be followed. Draft legal documents and advise on hand or mentor juniors on drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to the case and determine if the contract is legal and whether it reflects intention of the Department. Certify contract and verify consistency between instruction and content of contract and verify signed contents of contract with that as certified and hand to contracts management unit. Conduct research, gather information from line functionaries on drafting legislation and determine factual, supporting documents and legal purpose of the legislation. Highlight legal position of the legislation and suggest possible changes to the line function. Research the applicable legal principle and/or policy position. Determine the factual and legal situation on the case brought forward and establish if the Department should litigate or defend matter. Consult with the relevant line functions and prepare brief advising the relevant authority seeking authority to institute or defend the Departmental legal position. Appear in court and provide evidence on behalf of the department. |
| <u>NOTE</u> | : | EE Requirements: Preference will be given African Males / Coloured Females / White Males and People with a disability |
| <u>ENQUIRIES</u> | : | Contact Person: Adv. M Mufamadi 012 394 5872 |