

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well-co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: coqta05@ursonline.co.za ; or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling, Tel. 012 811 1900.
- CLOSING DATE** : 23 March 2018
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID, all qualifications and all academic records. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. This is a Senior Management post. Candidates should therefore possess managerial skills. Candidates who are short-listed, are expected to undergo management competency assessments. Management competencies: Strategic capacity and leadership, people management and empowerment, advanced programme and project management, change management, financial management, knowledge management, Service Delivery Innovation, advanced problem solving and analysis, client orientation and customer focus, advanced communication (written and verbal) and advanced presentation/public speaking skills.

MANAGEMENT ECHELON

- POST 09/03** : **CHIEF DIRECTOR: LEGAL SERVICES REF NO: 23604/01**
- SALARY** : An all-inclusive remuneration package of R1 127 334 per annum (Level 14). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Law (LLB) NQF Level 7 or equivalent qualification as recognised by SAQA. Admittance as an Attorney or Advocate. Five years relevant experience at senior management level within the legal services field (applicants must indicate their level of management experience). Technical competencies: Applied public law, legislative analysis, review and drafting skills, contract drafting and management.
- DUTIES** : The incumbent will perform the following duties: Coordinate the provisioning of general legal advice and legal documents. Manage and coordinate the drafting of primary and secondary local government legislation. Manage and advise litigation

matters and ensure legal compliance by the Department. Manage and coordinate legal contracts, opinions, agreements, MOUs and advice. Provide advisory and consultancy services on corporate governance processes within the Department and the local government sector.

ENQUIRIES

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Ms MG Mahlangu, Tel. 012 334 0517.