

## DEPARTMENT OF DEFENCE

- APPLICATIONS** : Department of Defence, Directorate Human Resources Career Management, Private Bag X976, Pretoria 0001 or may be hand delivered at Bank of Lisbon Building, Corner of Paul Kruger and Visagie Streets, Pretoria.
- CLOSING DATE** : 23 March 2018 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months to the prescribed rules.

## OTHER POSTS

- POST 09/04** : **LEGAL ADMINISTRATION OFFICER: POLICY & GENERAL LEGAL SUPPORT, REF: DLSD/58/17/01**

- SALARY** : MR 5 (R479 097 – R572 811 all-inclusive package per annum).
- CENTRE** : DLSD, Defence Headquarters, Erasmuskloof, Pretoria.
- REQUIREMENTS** : A minimum of NQF Level 6 / LLB (Bachelor of Laws) or equivalent four year legal qualification which includes courses such as Constitutional Law, Law of evidence, Civil Procedure, Criminal Law, Administrative Law and Interpretation of Statutes. Admission as an Attorney or Advocate is a preference. Special requirements (skills needed): Knowledge of the Constitution Interpretation Act, Legislative process, Legal writing and drafting. The ability to conduct legal research using legal research programs. Knowledge of applicable legislation. Legal writing and Drafting. Computer literacy-, Research, analytical, presentation, problem solving, negotiation, people management, research, interpersonal relation, and communication skills (verbal and written). Strategic thinking ability.
- DUTIES** : Facilitate the management of all of all civil claims against, or by the DOD by, inter alia, handling letters of demand, summonses notices of motion, liaise with the State Attorney on proposed handling of DOD litigation matters; drafting of instructions to the State Attorney on DOD litigation matters; liaise with internal DOD stakeholders on litigation matters as required; attend consultations with the State Attorney and/or Counsel; draft submissions for the Head of Department's approval for settlement; ensure sound litigation administration, including monthly

		litigation management reports/statistics; provide sound litigation legal advice and opinions where required; facilitate requests for legal representation by the State from DOD officials.
<b><u>ENQUIRIES</u></b>	:	Col. M.F. Jacobs, Tel: (012) 355 5383 - Post related enquiries. Ms L. Hammond, Tel: (012) 392 2471 - Application enquires.
<b><u>POST 09/05</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER: POLICY &amp; GENERAL LEGAL SUPPORT, REF NO: DLSD/58/17/02</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	MR 5 (R479 097 – R572 811 all-inclusive package per annum). DLSD, Defence Headquarters, Erasmuskloof, Pretoria. A minimum of NQF Level 6 / LLB (Bachelor of Laws) or equivalent four year legal qualification which includes courses such as Constitutional Law, Law of evidence, Civil Procedure, Criminal Law, Administrative Law and Interpretation of Statutes. Admission as an Attorney or Advocate is a preference. Special requirements (skills needed): Knowledge of the Constitution Interpretation Act, Legislative process, Legal writing and drafting. The ability to conduct legal research using legal research programs. Knowledge of applicable legislation. Legal writing and Drafting. Computer literacy-, Research, analytical, presentation, problem solving, negotiation, people management, research, interpersonal relation, and communication skills (verbal and written). Strategic thinking ability.
<b><u>DUTIES</u></b>	:	Conduct legal review of applicable DOD policies and provide legal advice thereon; assist with the drafting of DOD policies where required; provide legal advice to the DOD in respect of general and specialised areas of law, which includes the Promotion of Access to Information Act, 2 of 2000, Occupational Health and Safety Act, 85 of 1993, Intellectual Property Law, Public International Law, etc.; drafting of legal opinions; assist with the handling of DOD litigation and drafting of legislation, when required. Drafting of Reports/Statistics in reporting.
<b><u>ENQUIRIES</u></b>	:	Col. M.F. Jacobs, Tel: (012) 355 5383 - Post related enquiries. Ms L. Hammond, Tel: (012) 392 2471 - Application enquires.
<b><u>POST 09/06</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER: LEGISLATIVE DRAFTING &amp; MOU, REF: DLSD/58/17/03</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	MR 5 (R479 097 – R572 811 all-inclusive package per annum). DLSD, Defence Headquarters, Erasmuskloof, Pretoria. A minimum of NQF Level 6 / LLB (Bachelor of Laws) or equivalent four year legal qualification which includes courses such as Constitutional Law, Law of evidence, Civil Procedure, Criminal Law, Administrative Law and Interpretation of Statutes. Admission as an Attorney or Advocate is a preference. Special requirements (skills needed): Knowledge of the Constitution Interpretation Act, Legislative process, Legal writing and drafting. The ability to conduct legal research using legal research programs. Knowledge of applicable legislation. Legal writing and Drafting. Computer literacy-, Research, analytical, presentation, problem solving, negotiation, people management, research, interpersonal relation, and communication skills (verbal and written). Strategic thinking ability.
<b><u>DUTIES</u></b>	:	Review, manage and administer Departmental legislation and subordinate legislation, which entails conducting legal reviews of the existing DOD regulatory framework; propose legislative amendments, draft new Bills or subordinate legislation; liaise with all role-players (internal and external) on draft legislation; present draft legislation to DOD Command Bodies and obtain approvals; draft all Cabinet and Parliamentary documents required for the Cabinet and Parliamentary processes; comply and assist with all Cabinet and Parliamentary processes until legislation is published/promulgated; scan the external legislative environment for new Bills and Acts, White Papers, etc, that may have an impact on the DOD; prepare monthly management reports. Draft, review and provide written legal advice on DOD related MOUs and other international legal documents, which entails conducting written legal opinions on the legality of MOUs, provide negotiation support to DOD when required.
<b><u>ENQUIRIES</u></b>	:	Col. M.F. Jacobs, Tel: (012) 355 5383 - Post related enquiries. Ms L. Hammond, Tel: (012) 392 2471 - Application enquires.