

DEPARTMENT OF ENERGY

- APPLICATIONS** : The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)
- FOR ATTENTION** : Mr. D Mbhokota/ Mr. T Kekana/ Peter Ndlovu
- CLOSING DATE** : 29 June 2018
- NOTE** : Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. NB email or fax applications will not be accepted.

OTHER POST

- POST 24/05** : **LEGAL ADMINISTRATION OFFICER**
- SALARY** : Basic Salary of R226 227 – R312 510 per annum, plus benefits (Salary Notch will be determined in accordance with experience in term of the OSD for Legally Qualified Professionals) (Level MR3 to MR4)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An LLB or equivalent four year legal qualification plus 2 years post qualification legal experience PLUS the following key competencies, Knowledge of: South African Legal System, Constitutional and Administrative law, Law of Contract, DoE Policies and Acts, Public Service Acts and Legislation, Legal Drafting and Interpretation. Skills: Computer Skills, Project Management, Research skills, Legal Court Practice Skills, Legal Administration, Negotiation and dispute resolution, Communication (Written and Verbal). Personal Attributes: Information Evaluation, Decision Making, Problem Solving. Recommendation: Written Assessment will be conducted and all applications must include a certified copy of course credits.
- DUTIES** : Draft legal documents, memoranda, reports and submissions and provide verbal and written legal opinions on a variety of matters. Scrutinize legislation and subordinate legislation administered by the Department and provide assistance during the legislative process. Attend to litigation matters on behalf of the Department through the State Attorney. Advise the Minister or Director-General on appeals lodged against administrative decisions taken in terms of legislation administered by the Department. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the Department. Scrutinize draft international agreements and comply with the prescribed procedure for the conclusion of international agreements.
- ENQUIRIES** : Ms. S Naidoo Tel No: 012 406-7508