

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

- APPLICATIONS** : Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Ms Lerato Ngobeni
- CLOSING DATE** : 13 August 2018
- NOTE** : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 30/06** : **DIRECTOR: APPEALS AND LEGAL REVIEW (REF NO: LACE01/2018)**
- SALARY** : Remuneration package of R948 174 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : LLB degree plus a minimum of eight years post qualification experience in the legal field. Minimum of five years' experience at middle or senior managerial level. Good knowledge of Environmental Law, Administrative Law, legal review processes, internal appeals and condonation, as well the Promotion of Access to Information Act is required. The ability to budget for, plan and coordinate activities at a Senior Management level and to coordinate appeals across government departments. Good research, analytical, drafting skills, presentation and listening skills. Good language skills (English). Must be able to communicate at all levels as the post functions to advise the Minister. Must have a client focused attitude. Must have an eye for detail and an ability to supervise and guide the Directorate. Must be diplomatic and have an ability to influence, inspire and motivate people. Output driven with an ability to adhere to deadlines. Have a good support system to be able to work after hours, public holidays and over weekends when required. Problem solving skills and an ability to continuously improve on the quality of the work produced or the effectiveness of systems and procedures.
- DUTIES** : Manages a Directorate that provides administrative and legal support in the receipt and processing of appeals and condonation applications, conducts research, collates and analyses information, advises and drafts appeal decisions for the Minister's consideration, compiles records of decision and provides assistance during the review of appeal decisions. Responsible for ensuring that the work produced by the Directorate is legally defensible and of good quality, and that the timelines and prescripts set by the legislation are adhered to.
- ENQUIRIES** : Linda Garlipp, Tel No: (012) 399 9348
- NOTE** : Candidates will be either required to write a test or to do a presentation.