

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

- APPLICATIONS** : Please forward all applications, clearly stating the post for which you are applying, Northern Cape Department of Health Private Bag X5049, Kimberley 8300 or 144 Du Toitspan Road Kimberley Hospital Complex, James Exum Building
- FOR ATTENTION** : Ms F.P Ntsiko Director: Human Resource Management
- CLOSING DATE** : 07 December 2018
- NOTE** : People with disabilities and women are especially encouraged to apply for these positions. Applications must be submitted on form Z83 obtainable from any Public Service Department which must be originally signed, dated by the applicant and accompanied by a comprehensive recently updated CV (including three contactable references) Service certificates and certified copies of original educational qualifications certificates, drivers licence (where applicable), ID document and proof of citizenship if not an SA citizen. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and the Department of Higher Education (where applicable). All applications, including those submitted via registered mail must reach the department before 16:00hrs on the day of the closing date. Incomplete applications, faxed applications, emailed applications or applications received after the closing date will be disqualified. Separate Z83 forms and accompanying CVs must be completed for each post and candidates must quote the relevant reference number of each post and the name of the relevant publication in which the advert appeared. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged and applicants who have not received a response from the Department within three (3) months from the closing date of this advertisement must accept that their applications were unsuccessful. The department reserves the right not to fill the post.

MANAGEMENT ECHELON

- POST 47/118** : **DIRECTOR: LEGAL SERVICES REF NO: 20/2018**
- SALARY** : R1 005 063 per annum (all-inclusive package)
- CENTRE** : Provincial Office, Kimberley
- REQUIREMENTS** : A B-Degree in Law with 5 years' experience at middle/senior managerial level, A Valid Drivers' Licence, knowledge of PFMA, Treasury Regulations and Division of Revenue Act. A thorough knowledge of the Public Service Act, a thorough knowledge of administrative law and litigation of the Public Sector. Knowledge of laws applicable to the public health sector will serve as a strong recommendation.
- DUTIES** : Provide and supervise the provision of legal advisory services to the Department and Ministry. Scrutinise and supervise the writing of all legal documents including contracts and Memorandums of Understanding (MoU's). Manage litigation for and against the Department with a view to minimise litigation against the Department. Draft contracts on behalf of the Department. Effective and efficient management of human, physical and financial resources within the Directorate. Monitor the implementation of new and existing legislation and ensure compliance with all legislation. Ensure the Department gets proper and well researched and informed legal opinions. Ensure that all contracts are dealt with thoroughly within the legal services before respective units sign and commit the Department. Ensure that labour disputes are kept at a minimum throughout the Department to ensure continued existence of harmony between the Department and organized labour. Ensure the Department is properly and sufficiently represented in all forums dealing with bargaining issues. Ensure compliance with all relevant legislative

ENQUIRIES

: statutory requirements and MPAT towards the achievement of departmental service delivery priorities and goals.
Ms FP Ntsiko Tel No: 053-830 0500