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: 04 February 2019

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 02/04: DIRECTOR: LAW REFORM AND APPEALS REF NO: LACE05/2018

SALARY: Remuneration package of R1 005 063 per annum. (All-inclusive salary package) The all-inclusive remuneration package includes a basic salary (70% of package), State’s contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual’s personal needs.

CENTRE: Cape Town

REQUIREMENTS: LLB degree plus a minimum of eight years post qualification experience in the legal field. Minimum of five years’ experience must be at middle or senior managerial level. Good knowledge of Environmental Law, Administrative Law and legal review processes is required. Extensive experience in the drafting of legislation both primary and subordinate legislation is a requirement. 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. 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. 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 is responsible for the following: Drafting and vetting of primary and subordinate legislation; provide general legal advice and opinions on laws administered by the Department; draft media statements or respond to media or parliamentary queries; provide administrative and legal support in the receipt and processing of appeals and condonation applications; conduct research, collate and analyse information; advise and draft 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 and departmental service standards are adhered
The Director may be required to be part of a team to negotiate international agreements relating to the ocean or Antarctica, to comment on draft international agreements or to attend international committees dealing with legal aspects in respect of specific international agreements.

**ENQUIRIES**
Linda Garlipp, Tel No: 012 399 9348

**NOTE**
Candidates will be either required to write a test or to do a presentation.

**POST 02/05**
**DIRECTOR: LAW REFORM REF NO: LACE04/2018**

**SALARY**
Remuneration package of R1 005 063 per annum. (All-inclusive salary package)
The all-inclusive remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee 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 must be at middle or senior managerial level. Good knowledge of Environmental Law, Administrative Law and legal review processes is required. Extensive experience in the drafting of legislation both primary and subordinate legislation is a requirement. 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. 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. 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 is responsible for the following: Drafting and vetting of primary and subordinate legislation; provide general legal advice and opinions on laws administered by the Department; draft media statements or respond to media or parliamentary queries; conduct research, collate and analyse information; advise and draft decisions for the Minister’s consideration. Taking Bills through and assisting in the Cabinet and Parliamentary processes. 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 and departmental service standards 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.

**OTHER POST**

**POST 02/06**
**MR5 LEGAL ADMINISTRATION OFFICER REF NO: LACE03/2018**

**SALARY**
R353 253 per annum (Total package of R499 752 per annum/ condition apply)

**CENTRE**
Pretoria

**REQUIREMENTS**
LLB degree coupled with at least 8 years post qualification experience. Experience in the provision of legal services, and experience in the application of Environmental Law, Mining Law, Constitutional Law and Administrative Law. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential. Must be able to travel and must have a drivers licence, and be able to work after hours or over weekends when necessary. Good negotiating skills.

**DUTIES**
Provide legal support and legal advice on the interpretation of environmental legislation and the Promotion of Access to Information Act or the Promotion of Administrative Justice Act in appeal related matters. Deal with appeals received in accordance with the relevant processes and within the relevant time frames. Receive and respond to appeals related media queries, parliamentary queries, queries from stakeholders, including the appellants and applicants. Appoint appeal
panels when required and convene meetings to discuss appeals depending on the complexity of the appeal. Attend to filing of appeal documents in terms of internal filing policies and guidelines. Provide litigation support, including compilation of court records, and attend to consultations with legal counsel on appeal decisions taken on review. Draft ministerial submissions and draft appeal decisions.

**ENQUIRIES**

: Linda Garlipp Tel No: 012 399 9348