DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

APPLICATIONS: Applications may be posted to URS Response Handling, P O Box 11506, Tijgerpoort, 0056; submitted electronically via email: cogta37@ursonline.co.za or via fax: 086 415 5709.

FOR ATTENTION: URS Response Handling Tel No: 012 811 1900

CLOSING DATE: 05 April 2019

NOTE: The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified copies of ID and all qualifications will result in automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

POST 10/02: SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: 25840/01

SALARY: R725 487 - R1 084 437 (salary will be in accordance with OSD determination)

CENTRE: Pretoria

REQUIREMENTS: A 4-year Bachelor of Laws degree (LLB) or an equivalent 4-year recognised legal qualification. Minimum of 8 years post-qualification legal experience. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People Management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Litigation processes (i.e. lawsuits). Conducting legal research. Interpretation of legal documents. Knowledge of applicable legislation in the public service (the Promotion of Access to Information Act, the Promotion of Administrative Justice Act, the Public Service Regulation and Public Service Act, etc.).

DUTIES: The successful candidate will perform the following duties: Conduct, analyse, interpret and provide advice on case law relevant to the legal matter at hand. Draft legal documents that provide clear motivation or justification for a particular position pertaining to the case and advise on the approach to be followed. Prepare legal briefs, motions and memoranda, abstracting of cases, decisions, testimony and other litigation related documents. Handle litigation matters involving the department and advise on the possible courses of action in relation to legal entitlement and instructions.

ENQUIRIES: Mrs B.C. Dumisa Tel No. 012 336 5811