ANNEXURE K

DEPARTMENT OF TRADE AND INDUSTRY

APPLICATIONS: can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application.

CLOSING DATE: 12 August 2019

NOTE: Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents or http://www.thedti.gov.za/careers. Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The dti is committed to the pursuit of diversity and redress. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dti reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

POST 27/48: CHIEF DIRECTOR: LEGAL SERVICES REF NO: GSSSD/LEGAL 020

Overview: To oversee and manage the legal services functions for the dti department and its agencies.

SALARY: R1 251 183 per annum (Level 14) (All-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Law and admitted as an Attorney or Advocate, of the Bar Council. 5 years’ relevant senior managerial experience in a legal environment. Key Requirements: Experience in legal opinions, litigation processes, legislative drafting, contract management and management of legal administrative enquiries. Experience in financial management, strategic management, project management, stakeholder management, change management, people management and empowerment. Working knowledge of civil litigation, criminal procedure and practice and court rules. Knowledge and understanding of Public Service act, Public Service Regulations, The Constitution, Case Law, Common Law and Criminal Act. Communication skills (Verbal and Written), presentation skills, negotiation skills, research skills, interpersonal skills and planning and organising skills. Proficient in MS Office packages.

DUTIES: Manage legal opinions drafted based on research conducted, including consultation with counsel and other stakeholders. Manage and provide advice on opinions concluded on contractual matters and/or as they relate to contract management and statutory matters. Oversee the drafting of legal correspondence. Manage litigation on behalf of the department and against the department. Provide advise to the Accounting officer and Minister of the legal position pertaining to the department. Manage the implementation of court orders and recovery of costs awarded in favour of the department. Manage research on the applicable contractual and/or legislative provisions. Manage the drafting of contracts and Memorandums of Understanding. Review proforma or standard contracts for legal certainty. Monitor the yearly legislation programme. Manage legal legislations, including conduction research on the applicable legislative provisions and providing technical advice. Liaise with the Parliamentary portfolio committee on matters requiring the department. Oversee the impact of external legislation into the operations of the department. Manage all legal administrative inquiries, including liaising with stakeholders and editing legal correspondence. Monitor the implementation of legal awareness. Oversee the strategic management of the unit.
ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.