Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department’s Employment Equity Plan.

APPLICATIONS: Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit, Room 4034.

CLOSING DATE: 15 November 2019

NOTE: Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

POST 39/66: LEGAL ADMINISTRATION OFFICER: LEGISLATION: GR1 - 5 REF NO: DOT/HRM/2019/70
Branch: Administration (COO)
Chief Directorate: Legal Services
Directorate: Legislation

SALARY: R198 411 - R373 389 per annum

CENTRE: Pretoria

REQUIREMENTS: A recognised NQF Level 7 degree in law with relevant/appropriate 3 years postgraduate experience. Note: The following will serve as strong recommendations: Application of the Law to the facts; Legislation drafting skills and convention; Knowledge of the Constitution; Knowledge of Administrative Acts; Knowledge of General Public Service Prescripts; Presentation skills; Communication Skills; Project Management and Problem solving skills.

DUTIES: The incumbent will be responsible to: Ensure proper formulation of the problem statement; Formulate an opinion; draw a consultation and make specific recommendation; Provide Legal Advisory Services; Provide comments on Legal documents: policies; Bills and proposals to amend legislation; Draft documents for the State Law Advisers to provide formal legal advice; Manage the process for scrapping identified Acts; Manage the legislative process for promulgation of Acts through Parliament.

ENQUIRIES: Mr Sello Mokubyane Tel No: (012) 309 3540