

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.*

**CLOSING DATE** : 11 May 2021

**NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed new Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certified copies of qualifications and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp).

## OTHER POSTS

**POST 14/114** : **SENIOR LEGAL ADMINISTRATIVE OFFICER (MR-6) REF NO: DPSA 08/2021**

**SALARY** : R473 820 – R533 772 per annum (Salary notch will be determined in accordance with experience in terms of the Occupational Specific Dispensation for Legally Qualified Personnel)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior Certificate, an appropriate B. Degree qualification of an LLB or equivalent four year' B. Degree in Law at NQF level 7, plus at least 8 years appropriate post qualification legal experience. Good knowledge of the South African legal system and a good understanding of legislative processes. Ability to draft legislation, conduct legal research and to work independently. Good interpersonal, problem solving, and dispute resolution skills. Computer literate. Sound knowledge of the Constitution of the Republic of South Africa, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Service Act, Public Administration Management Act and Public Finance Management Act, is required. Good communication and writing skills, a valid driver's license and willingness to travel is essential. Knowledge of energy related legislation and policies will be an added advantage.

**DUTIES** : To provide professional legal support and advice to the Department and Ministry and will perform the following specific duties: Scrutinise and draft legislation, including subordinate legislation; Comment on draft legislation relating to the public administration; Review legislation administered by the Minister; Provide legal opinions pertaining to existing public administration related legislation; supervise and develop staff.

**ENQUIRIES** : Ms. Renisha Naidoo Tel No: (012) 336 1006

**APPLICATIONS** : [advertisement08@dpsa.gov.za](mailto:advertisement08@dpsa.gov.za)

**POST 14/115** : **LEGAL ADMINISTRATIVE OFFICER (MR 1-5) REF NO: DPSA 09/2021**

**SALARY** : R198 411 - R502 893 per annum, Salary notch will be determined in accordance with experience in terms of the Occupational Specific Dispensation for Legally Qualified Personnel)

**CENTRE** : Pretoria

**REQUIREMENT**

: A Senior Certificate, an appropriate B. Degree qualification of an LLB or equivalent four year B. Degree in Law at NQF level 7. Good knowledge of the South African legal system, law of contract, legal compliance, litigation management, drafting of legislation and other legal instruments; Ability to conduct legal research and to work independently; Good interpersonal, problem solving, and dispute resolution skills; Computer literate. Sound knowledge of the Constitution of the Republic of South Africa, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Service Act and Public Finance Management Act is required. Good communication and writing skills and willingness to travel is essential. Knowledge of labour related legislation and policies will be an added dvantage.

**DUTIES**

: To provide professional legal support and advice to the Department and Ministry and will perform the following specific duties: Draft legal documents, memoranda, reports and submissions and provide verbal and written legal opinions on a variety of matters, including matters related to state losses and liabilities. Scrutinise legislation and subordinate legislation administered by the Department and provide assistance during the legislative process. Attend to litigation matters on behalf of the Department through the State Attorney. Scrutinise draft international agreements and comply with the prescribed procedure for the conclusion of international agreements. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the Department.

**ENQUIRIES**

: Mr. Danie Maree Tel No: (012) 336 1218

**APPLICATIONS**

: [advertisement09@dpsa.gov.za](mailto:advertisement09@dpsa.gov.za)