

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. should appear in subject-line), by post to the Registry Office, The Department of Trade Industry and Competition, Private Bag x84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 26 September 2022
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents to be submitted by only shortlisted candidates to HR on or before the day of the interview date. The dtic is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical exercise and the selection panel for SMS position will further recommend candidates to attend a generic managerial competency-based. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. NB: The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 shortlisted 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 dtic reserves the right not to fill any advertised position(s).

OTHER POST

- POST 34/188** : **SENIOR LEGAL ADMIN OFFICER, MR6 (REF NO: CMSB – 017 AND REF NO: CMSB - 010) (X2 POSTS)**
Overview: To render professional legal services for the department and the dtic agencies
- SALARY** : R480 927 - R1 157 940 per annum, (all-inclusive remuneration package of between) in accordance with the OSD for legal personnel.
- CENTRE** : Pretoria
- REQUIREMENTS** : An LLB degree and admission as an Attorney or Advocate (who is a member of the Bar Council of SA). 5 - 8 year's relevant managerial legal experience within the legal field in private and public sector. Skills/Knowledge: Experience in providing legal opinions, advice on drafting, negotiating and vetting of the contracts. Experience in legal research, contract and legal drafting. Experience in reporting, stakeholder management, people management, financial management, project management, strategic capability and leadership. Experience in contract management, drafting and vetting of SLA's, MOA's and MOU's for the department and the dtic agencies. Working knowledge of civil litigation, criminal procedure and practice, court rules (Constitutional court, Supreme Court of appeal, high courts, labour court, equality courts and magistrate court). Knowledge and understanding of civil and criminal procedure, trial advocacy, labour relations, disciplinary procedure, debt collections, law of contract, company, commercial and administrative law. Knowledge and understanding of Public Service Regulations, The Constitution, Case Law, Common Law, Public Service Act and Criminal Act. Knowledge and understanding of legal interpretation on legislation, policies, and procedures within the public services. Knowledge and understanding of South African legal system and the legal fraternity. Communication skills (verbal & written), project management skills, interpersonal skills, planning and organising skills & time management skills. Research skills, conflict resolution, and policy analysis and trial advocacy.
- DUTIES** : Provide legal opinions on matters related to the department. Draft, negotiate, vetting and provide advice or legal opinion on contracts (Domestic and

International). Draft and provide legal opinion or advice on all legislation currently administered by the dtic. Management of litigation on behalf of the dti which include, liaising with Office of the State Attorney, Office of the State Law Advisor, Director of Public Prosecutions, Private Counsel on behalf of the dtic and other stakeholders. Provide regular briefings to management on current legal matters. Provide researched written opinions as and when required. Liaise and coordinate with other departments on matters of mutual interest. Serve on internal committees when required. Perform administrative duties as per the requirements of the dtic.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835