

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Mr A Tsamai/Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 17 March 2023
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae. (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

- POST 08/34** : **DIRECTOR (LEGISLATIVE SERVICES) REF NO: DBE/06/2023**
Branch: Finance and Administration
Chief Directorate: Legal and Legislative Services
Directorate: Legislative Services
- SALARY** : R1 105 383 per annum, (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicant must be in possession of an LLB degree or an appropriate recognised undergraduate qualification (NQF level 7) in Law as recognised by SAQA; The applicant must be admitted as an Attorney or Advocate; At least five (5) years' experience at middle/senior managerial level; At least eight (8) years post qualification appropriate experience in the legal environment, including experience in legislative drafting and processing; Sound knowledge of the Constitution of the Republic of South Africa, Government legislative frameworks and Public service legislative and policy framework; Sound knowledge of Government programs such as the National Development Plan, key strategic priorities of Government and sound understanding of operations management; Knowledge of public administration and labour related legislation, drafting conventions applicable in South Africa and legislative processes; Skills: Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, team work, project management, negotiation, presentation, report writing, computer literacy and conflict management; Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.

DUTIES

: The successful candidate will be responsible for managing legislative oversight, drafting/examining and analysis of Public Administration Legislation (technical quality, adherence to legislative best practice, consistency with the Constitution and other primary legislation); Managing legal advice and support on legislative matters regarding Public Administration Legislation all operations, systems and processes of the Directorate; All aspects (e.g relevant documentation complied) for the parliamentary legislative process and legal instruments facilitated and managed; Drafting Bills as required, inputs on draft legislation relating to the public administration managed (Comments and inputs on draft bills coordinated) and impact of draft legislation on national and provincial departments and stakeholders determined for the Minister's information; Drafting/examining and analysing of regulations relating to the public administration; Reviewing legislation administered by the Minister for Public Service and Administration; Providing guidance on internal policy development (policies, norms and standards, directives, circulars, frameworks and guidelines) for internal Legal Services developed in line with national policies/frameworks as required; Ensuring all audit findings are addressed by the approved due date; Ensuring that the Directorate's budget is completed and submitted by the stipulated due date; Ensuring effective and efficient management of the budget is achieved and maintained; Attendance of management structures of the Department and any other meetings as directed and participate in transversal task/project team and committees as required or nominated; Managing the performance agreements, probation reports, mid-year and annual reports submitted by the stipulated due dates.

NOTE

: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

ENQUIRIES

: Mr A Tsamai Tel No: (012) 357 3321/Ms J Masipa (012) 357 3295/Ms N Monyela (012) 357 3294