

**GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM**

*The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. People with disabilities will be given preference regardless of Race or Gender.*

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, hand deliver to Tshedimoseetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or email to recruitment@gcis.gov.za
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 06 May 2024
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

**MANAGEMENT ECHELON**

- POST 13/04** : **DIRECTOR: LEGAL SERVICES REF NO: 3/1/5/1-24/01**  
Re-advertisement, (Those who previously applied need not re-apply)
- SALARY** : R1 162 200 per annum, (an all-inclusive package)
- CENTRE** : Hatfield, Pretoria
- REQUIREMENTS** : Applicants must be in possession of an LLB or relevant Legal Degree (NQF level 7) as recognised by SAQA, with at least five (5) years' verifiable experience at middle management level in the legal field, as well as experience in the legal practice. The candidate must be an admitted Attorney. Admission

as an Advocate will be an added advantage. Legal practice in legislation drafting, contracts drafting and vetting is a prerequisite. Nyukela Pre-entry certificate for Senior Management Services is a requirement for appointment. The required key competencies are: Strategic capability and leadership, programme and project management, financial management, service delivery and innovation, problem-solving and analysis, risk management, change management, knowledge management and people management. Knowledge: The candidate must have operational knowledge of, and exposure to Constitutional Law, Administrative Law, Corporate Law, the legislation and other prescripts applicable in public administration and the Public Service. Knowledge of all legislation administered by GCIS and its Entities, Protection of Personal Information Act, Magistrates Court Act, Intergovernmental Relations Framework Act, Supreme Court Act, Promotion of Administrative Justice Act, Public Service Act, Public Finance Management Act, Financial Regulations, Government Policies, Public service regulations. The candidate must have ability to analyse and develop policy. He/she must have excellent communications skills (both written and verbal), client orientation and customer focused, and time management skills. A valid driver's license is essential.

**DUTIES**

: The successful candidate will be responsible to manage all legal services matters of the Department. Draft Legislation for GCIS and or for its entities, Management of the litigation processes for the department. Receive instructions for drafting and/or vetting of contracts, drafting and/or vetting of contracts, vetting and advising on international agreements, liaising with DIRCO and the Office of Chief State law adviser. Develop and update the GCIS Regulatory Universe, monitor compliance with legislative requirements, Conduct awareness sessions and information sharing sessions on areas of non-compliance. Provide legal advice to limit legal disputes, research relevant case law, legislation and legal literature applicable to the legal question, and review departmental policies to ensure that they are constitutional and compliant with primary legislation. Manage all litigations for the department. Receiving summonses and defending matters. Advocate for legislation, regulations, acts and policies. Manage legal strategies and ensure compliance. Consult with stakeholders on matters related to legal services. Effectively manage human and financial resources in line with the PFMA. Manage the drafting and amendment of the legislation administered by the department. Ensure effective governance and compliance within the Directorate. Draft contracts, memorandum of understanding, legal instructions and provide general legal advice as required by the department.

**ENQUIRIES**

: Ms Lungile Tshabalala Tel No: (012) 473 0074/Mr Paul Kwerane Tel No: (012) 473 0407

**NOTE**

: For further details on the Public Service SMS Pre-Entry Certificate, please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). The successful candidate must disclose to the Director-General particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty, as well as sign a performance agreement with the Minister within three months from the date of assumption of duty.