

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational categories in the Department.

- APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.
- CLOSING DATE** : 05 December 2025
- NOTE** : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POST

- POST 43/204** : **LEGAL ADMINISTRATION OFFICER (MR1-5) REF NO: NCDOH 148/2025 (X3 POSTS)**
- SALARY** : MR 1: R252 855 per annum
MR 2: R292 596 per annum
MR 3: R324 579 per annum
MR 4: R388 392 per annum
MR 5: R464 634 per annum
- CENTRE REQUIREMENTS** : Provincial Office, Kimberley
- : LLB Degree any recognized legal qualification. Display knowledge and understanding and drafting of legal documents. Understand and have advanced knowledge of legal and research principles. Display and understanding of case law relevant to the legal matter at hand and be guided in presenting motivation or proposals on how the specific case should be approached to obtain desirable/justifiable outcome. Knowledge of Litigation, Advocacy, Legal research, Legal drafting, dispute resolution and cash flow management. Skills in problem solving analysis, communication, honesty and integrity, research and computer literacy. Experience: **Grade 1:** No previous legal experience required. **Grade 2:** At least 1 (one) year appropriate legal experience after post qualification. **Grade 3:** At least 2 (two) years appropriate legal experience after post qualification. **Grade 4:** At least 8 (eight) years appropriate legal experience after post qualification. **Grade 5:** At least 14 (fourteen) years appropriate legal experience after post qualification.

DUTIES

: Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome/result. Draft legal documents and advise on and ore mentor juniors on the drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the client's goals and objectives. Advise the department on possible courses of acting during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing and provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as guide employees on the advice that should be rendered to the client. Provide support on medico-legal services (litigation and legal advisory services).

ENQUIRIES

: Ms L. Japhta Tel No: (053) 8300 511