

ANNEXURE O

PROVINCIAL ADMINISTRATION: GAUTENG DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE NOTE

: 13 February 2026

: Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements promotes equal opportunity and aims to implement affirmative action measures to address the disadvantages in employment. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference. Whites, Indians, Coloureds and Persons with disabilities are encouraged to apply. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <https://jobs.gauteng.gov.za> and it should be accompanied by a new Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government and possession of the SMS Pre-Entry Certificate is required prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

POST 01/141

: LEGAL ADMINISTRATION OFFICER (MR5) REF NO: REFS/024255

: R464 634 – R1 111 323 per annum in line with the OSD Framework

: Johannesburg

: A matric plus a Bachelor of Law (LLB) or 4-years legal qualification as recognised by SAQA. Minimum of 8 years of appropriate post qualification legal experience. Postgraduate degree in Law and admitted as an Attorney or Advocate of the Bar Council would be considered an added advantage. Competencies And Skills: MS Office Packages and possess Legislative knowledge of the Framework on Litigation, Drafting of Contracts, Legislative drafting, Working knowledge of civil litigation, criminal procedure and practice, court rules. Have competencies in Communication (Verbal and Written), Trial advocacy, Analytical thinking skills, Policy analysis, Conflict resolution, Research skills and Negotiation skills.

: Provide sound legal advice and litigation support to the department. Investigate and compile relevant documents to the State Attorney. Deal with litigation on behalf of the Department through the State Attorney and manage cases referred to the State Attorney regarding dates and ensure court appearance by officials and avoid prescription. Conduct research and advice on legal problems and proceedings regarding the Department. Conduct research on cases at hand to establish liability and to give an informed opinion. Provide legal opinion and render support to Human Resources Management, Legal and Labour Relations staff in respect to administrative matters, policies and relevant legislation. Facilitation of legislative processes, advice on new legislation and policies to the Department. Advise the MEC on appeal lodged against administrative decisions taken in terms of legislations guiding the

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department. Advice on settlement to avoid unnecessary legal costs. Manage consultants and preparations of court documents to ensure accuracy and compliance with strict court rules and deadlines. Appear in court, lead evidence and present legal arguments. Represent the Department during legal proceedings. Determine and deliver persuasive legal arguments to a judge or magistrate, interpreting and applying the law to the specific facts of the case to support their client's position. Ensure compliance to PAIA, PAJA and POPIA and conduct a data inventory and risk assessment to identify what personal information is processed, where it is stored, and who it is shared with. Develop and implement data protection policies and procedures, including a comprehensive privacy notice, data retention schedules, and secure destruction processes. Ensure lawful processing by adhering to the eight conditions for lawful processing, which often requires obtaining explicit, informed consent from data subjects unless another legal justification applies. Compile and publish a PAIA Manual (often combined with the POPIA manual) detailing the organisation's structure, functions, available records, and the procedure for requesting access to information. Assess the request (grant or refuse access based on the specific grounds for refusal outlined in PAIA (e.g. protection of third-party personal information, commercial confidentiality, national security) and compile and publish a PAIA Manual (often combined with the POPIA manual) detailing the organisation's structure, functions, available records and the procedure for requesting access to information. Manage requests for information in accordance with the prescribed procedures and forms, responding within the stipulated timeframes (usually 30 days). Giving instruction to the State Attorney during court proceedings. Compilation of evidence from staff and management. Assist State Attorney to prepare briefs to advocate where necessary. Verify correctness of invoice for payment to the State Attorney. Advice on new Legislation and policies to the Department. Advice through reports of cases handled by the component. Analyse and check prospects of success and give advice to proceed or not to. Liaise with experts on the relevant field of law. Appoint and register an Information Officer (IO) with the Information Regulator. Establish internal appeal procedures for requesters dissatisfied with a decision. Ensure administrative actions are lawful and conducted within the powers granted by empowering provisions. Provide fair procedural in decision-making processes, especially when rights or legitimate expectations are materially and adversely affected. Adhere to the Code of Good Administrative Conduct and integrate PAJA requirements into all administrative decision-making processes (mandatory for public bodies)

ENQUIRIES
APPLICATIONS

: Ms. Miyelani Tshabalala at 063 691 4046
: Please apply online at <https://jobs.gauteng.gov.za/>