



The Department of Environmental Affairs is advertising the following posts on behalf of the Waste Management Bureau. All posts are on a **5-year contract**. Waste Bureau is an organ of state established to be specialist implementing agent that facilitates waste minimisation and recycling.

Head: Legal Services (WB07/2018)

Salary R1 002 800 - R1 403 900 per annum (Total cost to company)

Centre: Pretoria

Requirements:

- A recognised Bachelor's degree in Law (NQF level 8). Minimum of 5 years' experience at a senior management level;
- Knowledge and understanding of the contract management, Environmental Legislative framework, as well as of legal issues and policy development;
- Practical experience in the use of standard legal enforcement tools; practical experience in the management of projects; ability to negotiate, litigate, mediate and arbitrate and conciliate;
- General legal knowledge and good commercial law knowledge. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations as well as HR management practices. Strategic capability and leadership skills.

Duties:

- Manage legal support by conducting the regulatory impact assessment with respect to policy and law reform;
- Design and implement a compliance framework for waste stream management activities of the Bureau;
- Oversee legal support in respect of litigation, debts, losses and alternative dispute resolutions to the company;
- Administer effective and efficient legal services to the company to minimize legal risk;
- Ensure support through the drafting and vetting of contracts and policies. Ensure provision of legal support to the Board of Directors with respect to the administration of appeals;
- Advise on the drafting and monitoring of contracts and service level agreements. Monitor legal compliance with national, international and continental instruments.

Enquiries: Mr D Vukela, Tel: 012 399 8627

Closing Date: 22 June 2018

For Attention: Ms Kate Selemela

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- All applications must be submitted on a **Z83 application form** (*click bold underlined text to download PDF form*) accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) in order to be considered.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
 - The Waste Bureau Affairs is an equal opportunity, affirmative action employer.
 - Correspondence will be limited to successful candidates only.
 - People with Disabilities are encouraged to apply
 - **Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.** Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - 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.
 - Furthermore, the person appointed to this position will be subject to a security clearance, the signing of a performance agreement and an employment contract.
 - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
 - The department reserves the right not to make an appointment.
 - Relaxation of qualification requirements may be considered for non-OSD posts
 - **Applications must be forwarded to: The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.** No faxed, e-mailed and late applications will be considered.