Senior Legal Administration Officer (MR6): Litigation and Legal Support (LACE21/2019)

Salary: R473 820 – 1 140 828 per annum (OSD)

Centres: Pretoria

- An LLB degree coupled with at least eight years post qualification experience.

- Knowledge:
  - Administrative and Constitutional Law, and the application of law and the interpretation thereof.
  - Knowledge of PAJA, the rules of the various courts, including but not limited to the rules of the various high courts and Magistrate’s Courts.
  - Knowledge of environmental laws will be an added advantage.

- Skills required:
  - Sound Organising and Planning; computer literacy; creativity; basic project management; good communication; presentation and reporting; leadership and facilitation.

- Diplomacy is also a key criteria as the official will need to deal with senior leadership of the department.

- The successful candidate should be able to work long hours and to travel to the various courts and do site inspections where required.

- Therefore he or she should have a driving licence, which must be attached to the application.

Duties:

- Manage litigation matters.

- Determine liability on losses and damages to state property, legal education and awareness and compliance with PAJA.

- Provide high quality litigation and related legal support services, including alternative dispute resolution assistance, which enables the Department of Environment, Forestry and Fisheries (DEFF) to protect and conserve the environment.

- Creates an enabling environment for compliance with the prescripts of the department.
• Assist the department to improve co-operative and corporate governance, improved service delivery and promotion of empowerment.

• Provide litigation management services and general legal advice and ensure compliance by the department with the legislative framework relating to its core business and adherence to the rules of Court.

• Attend to matters related to the determination of liability of officials who have caused losses/damages to State property and/or vehicles.

• Where officials or third parties are found liable for any obligations towards the department.

• Manage and facilitate the recovery of such obligations with the assistance of the state attorney.

• Assist the DEFF to ensure compliance with the Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000) (PAJA) for the department.

• Periodically conduct training and information sharing sessions regarding litigation and losses and damages to State Property.

The interview will include an oral interview coupled by an open book written test.

Enquiries: Mr. M Pearce, Tel: 012 399 9344
For attention: Human Resource Management.
Closing date: 17 February 2020.

All applications must be submitted on a signed Z83 application form (click bold underlined text to download PDF form) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver’s License (if required) in order to be considered.

Applications must be forwarded to the Director-General, Department of Environment Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, 473 Steve Biko Road, Arcadia, Pretoria.

The National Department of Environment Forestry and fisheries is an equal opportunity, affirmative action employer.

It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.

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 subjected to a security clearance, the signing of a performance agreement and an employment contract.

All shortlisted candidates will be expected to avail themselves for an interview at the Department’s convenience.

The Department reserves the right not to make an appointment.

No e-mailed, faxed or late applications will be considered.

If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.