



Senior Legal Administration Officer: Corporate Legal Support x 02 posts (ODG 03/2020)

Salary: R473 820 – R1 140 828 per annum (terms and conditions apply)

Centres: Pretoria and Cape Town

Requirements:

- An appropriate recognised LLB degree coupled with eight (08) years post graduate experience in the provision of legal services with supervisory skills (candidates with less than eight (08) years post graduate experience will not be considered).
- Preference will be given to candidates who are admitted attorneys or advocates.
- Candidates must have the ability to negotiate and draft contracts, international instruments and computer literacy is essential.
- Knowledge of Environmental law, PAIA, PAJA and the Constitution is essential.
- Ability to interpret the provisions of the PFMA and Treasury Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law is required.
- Good verbal and written communication and negotiation skills are essential.
- The ability to work in a team and independently is required.
- Therefore candidates must be in possession of a valid driver's license licence, which must be attached to the application and be able to travel.

Duties:

- Provide legal support to ensure compliance with relevant legislation.
- Provide legal advice, opinions and prepare legal documents for the department;
- Advice on the drafting and vetting of contracts and international instruments;
- Provide strategic legal support to the department;
- Ensure compliance with POPI, PAIA and PAJA; and
- Provide legal education to departmental officials.

Enquiries: Ms. M. Mmola, Tel: 012 399 9339
Mr. C Liebenberg, Tel: 021 814 8056

For attention: Human Resource Management

Closing date: 27 July 2020.

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- 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 (Matric Certificate must also be attached, ID document, driver's license (all attached documentation must not be older than six (06)months) together with the recent curriculum vitae in order to be considered.
 - **Applications may be forwarded to:** The Director-General, Department of Environment, Forestry and Fisheries, Private Bag X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. **For Cape Town;** Private Bag X4390, Cape Town 8000 **or hand-deliver to:** 14th Loop Street, Cape Town, **marked for the attention:** Human Resources Management.
 - 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.
 - Short-listed candidates will be expected to avail themselves at the department's convenience.
 - Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
 - The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, 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.
 - The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract.
 - The department reserves the right not to make an appointment. If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.
 - Consideration will be given to the candidates who previously applied and meet the requirements, and therefore they need not apply.