Senior Legal Administration Officer: Law Reform x 02 posts (RCSM 02/2020)

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

Centres: 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).
- Knowledge of environmental law, Constitutional law and Administrative law.
- Extensive experience in the drafting of legislation both primary and subordinate legislation is a requirement.
- Good research, analytical, drafting skills, presentation and listening skills.
- Must have an eye for detail and an ability to supervise and guide subordinates.
- Output driven with an ability to adhere to deadlines.
- Problem solving skills and an ability to continuously improve on the quality of the work produced or the effectiveness of systems and procedures.
- Excellent written and verbal communication skills in English.
- The successful candidate should be able to work long hours or over the weekends when necessary.
- The candidates must be in possession of a valid driver’s license, which must be attached to the application and be able to travel.

Duties:

- Supervising of and quality control of work done by lower level officials.
- Provide legal support in the field of integrated environmental management.
- Interpreting legislation.
- Providing legal advice and legal opinions in respect of the implementation of environmental legislation or the implications of draft legislation on environmental law, primarily in respect of oceans and coastal, marine biodiversity and fisheries legislation.
- Drafting and vetting of primary and subordinate legislation.
- Provide legal support at meetings.
- Legal research.
- Represent the department at committees and meetings.
- Comment on draft legislation received from other departments.
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 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 an oral interview and a written test.

Enquiries: Adv. N. Vink, Tel: 082 904 4834

For attention: Human Resource Management

Closing date: 27 July 2020.