



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 licence, 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.

- Input into media statements or respond to media or parliamentary queries.
- Vetting of permits and records of decision by delegated authorities in terms of departmental legislation taking bills through Parliament and assisting in the Cabinet and Parliamentary processes.
- Drafting and vetting correspondence.
- Responsible for ensuring that work complies with the timelines and prescripts set by the legislation and departmental service standards.
- Provide assistance during judicial review proceedings related to departmental legislation, including inputs into court papers and consultation with counsel.

Note: Shortlisted 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.

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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 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.