



## Senior Legal Administration Officer: Litigation and Appeals (RCSM 01/2020)

**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 Administrative Law, Constitutional Law, Environmental Law, Marine Living Resources Act, 1998 (Act No. 18 of 1998).
- 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 and experience in judicial review applications.
- 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; good analytical and research skills, good drafting skills, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential, 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 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:

- Manage Litigation Matters.
- Determine liability on losses and damages to state property.
- Provide high quality litigation and related legal support services, including alternative dispute resolution assistance, which enables the department to protect and conserve the environment.
- Create 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 department 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.

- Provide legal support and legal advice on the interpretation of environmental legislation and the Promotion of Access to Information Act (PAIA) or the Promotion of Administrative Justice Act (PAJA) in appeal related matters.
- Deal with appeals received in accordance with the relevant processes and within the relevant time frames.
- Receive and respond to appeals related media queries, parliamentary queries, queries from stakeholders, including the appellants and applicants.
- Appoint appeal panels when required and convene meetings to discuss appeals depending on the complexity of the appeal.
- Attend to filing of appeal documents in terms of internal filing policies and guidelines.
- Provide litigation support, including compilation of court records, and attend to consultations with legal counsel on appeal decisions taken on review.
- Draft ministerial submissions and appeal decisions.

**Note:** Shortlisted candidates will be subjected to an oral interview and a written test.

**Enquiries:** Ms. V Bendeman, Tel: 012 399 9337

**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:** 14<sup>th</sup> 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.