



Legal Administrative Officer (MR5): Corporate Legal Support (LACE02/2017)

Salary: Minimum R331 692 - Maximum R818 301 (Conditions apply)

Centre: Pretoria

Requirements:

- An LLB degree or equivalent relevant qualification coupled with 8 years post-graduation experience in the provision of legal services;
- The ability to negotiate and draft contracts and international instruments. Knowledge of PAIA, PAJA and the Constitution is essential;
- Ability to interpret 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 as well as a valid Driver's License.

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 PAIA and PAJA; and Provide legal education to Departmental officials.

Enquiries: Ms M. Mmola, Tel: (012) 399 9339

Attention: Ms M. van Schalkwyk

Closing date: 12 June 2017

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- All applications must be submitted on a **Z83 application form** (*click bold underlined text to download PDF form*) accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) and Driver's License in order to be considered.
 - The National Department of Environmental Affairs 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.
 - People with Disabilities are encouraged to apply
 - 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 subject to a security clearance, the signing of a performance agreement and an employment contract.
 - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
 - The department reserves the right not to make an appointment.
 - Relaxation of qualification requirements may be considered for non-OSD posts
 - **Applications must be forwarded to:** The Director-General: Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria