



# water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF WATER AND SANITATION

### APPLICATIONS

**Centre: Pretoria, Free State, Durban KZN:** Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, (Cnr Visagie) and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko.

### CLOSING DATE

: **02 JUNE 2017 TIME: 16H00**

### POST

: SENIOR ADMINISTRATION OFFICER GRADE 6 (MR 6) REF NO:  
020617/12  
SUB-DIRECTORATE: LEGAL SUPPORT B

### SALARY

: R 420 909 per annum (All-inclusive OSD salary package)

### CENTRE

: Pretoria

### REQUIREMENTS

: An LLB Degree. Eight (8) years appropriate post-qualification legal experience. Knowledge of and experience in government legal processes, legislation and contracts. Knowledge of PFMA, Public Service Regulations and Treasury Regulations. Good communication skills. Knowledge management. Problem solving and analysis. Strategic capability and leadership. Programme and project management. Financial Management and change management. Understanding service delivery innovation (SDI). Sound knowledge of people management and empowerment. Excellent communication skills.

### DUTIES

: Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcomes/result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation /justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Conduct an interview in order to determine the client's goal and objectives. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client.

### ENQUIRIES

: Mr. P. Loselo, Tel 012 – 336 7705.