



**DEPARTMENT OF WATER AND SANITATION**

- APPLICATIONS** : Centre: Pretoria Head Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. **For attention:** Ms L Van Wyk
- CLOSING DATE** : 20 April 2018 TIME: 16h00
- POST** : **LEGAL ADMINISTRATION OFFICER (MR3) X6 POSTS REF NO: REF NO: 200418/15**
- BRANCH** : **CORPORATE SERVICES**
- CD** : **LEGAL SERVICES, DIR: LEGAL SUPPORT A & B X4, DIR: COMPLIANCE AND MONITORING X2**
- SALARY** : **R226 227 per annum**
- CENTRE** : **Pretoria (Head Office)**
- REQUIREMENTS** : An LLB Degree or equivalent legal qualification on NQF7 (or as determined by the Minister of Justice and Constitutional Development. Two (2) years' appropriate post qualification legal experience. Ability to draft 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. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act and Regulations, Promotion of Administrative Justice Act and Promotion of Access to Information Act.
- DUTIES** : Render legal advisory service related to state losses, liabilities and legal processes to the Minister, the Director-General and officials of the Department. Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Legislative review, drafting of Bills, subordinate legislation and regulations. Provide legal support, advice, drafting and vetting of contracts.
- ENQUIRIES** : Ms M Khuduga, Tel (012) 336 7835