



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late or faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and 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 competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

- APPLICATIONS** : Pretoria: 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 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms L Mabole
- CLOSING DATE** : **06 September 2019 TIME: 16:00**
- POST** : SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO 060919/04
- BRANCH** : CORPORATE SERVICES, CD: LEGAL SERVICES, SD LEGAL SUPPORT
- SALARY** : R 473 820 per annum (OSD)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : An LLB Degree or equivalent legal qualification on NQF7. At least 8 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, Regulations, Promotion of Administrative Justice Act and Promotion of Access to Information Act. Knowledge of Public Finance Management Act (PFMA), Constitutional Law, Promotion of Access to Information Act and Administrative Law. The ability to interpret legislation. Good analytical and research skills. Good verbal and written communication skills in English, drafting skills, computer literacy and the ability to work in a team. Problem-solving skills and a positive attitude. The ability to adhere to deadlines are essential.
- DUTIES** : Render legal advisory services on diverse legal issues 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. Manage litigation instituted by and against the Department, including water tribunal appeals. Conduct 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