

CHIEF DIRECTOR: LEGAL SERVICES

Ref. 2017/219 | Salary: All-inclusive salary package of R1 127 334 per annum

Centre: Head Office (Pretoria) (Re-advertisement)

Requirements: •A four-year tertiary qualification or LLB degree plus admission as an Advocate/Attorney of the High Court •5 years experience at Senior Management level with extensive relevant experience in management and drafting of contracts/ leases •A postgraduate qualification will be an advantage •Knowledge of the Constitution, the Government Immovable Asset Management Act (GIAMA), the Public Service Act (PSA), the Labour Relations Act (LRA), the Basic Conditions of Employment Act (BCEA), Preferential Procurement policies and related legislation, functioning of National, Provincial and Local Government, the inter-governmental related policies, the Public Finance Management Act (PFMA), the Promotion of Access to Information Act (PAIA) and the Promotion of Administrative Justice Act (PAJA). **Skills:** •Legislation drafting •Liaison with the Chief State Law advisors in conducting International Agreements •Report writing •Advanced interpersonal relations •Diplomacy •Negotiation.

Duties: •Manage legal services •Provide high-level expert advice, guidance and opinions on legal matters pertaining to the Minister and top management •Liaise with the office of State Attorneys and the Department on litigation-related matters •Administer legal matters and contracts •Provide training to Regional Offices' components on contracts administration •Coordinate activities of legal services in all the Regional Offices •Effectively manage the Component •Manage the budget and expenditure of the component •Manage the administration and safekeeping of contracts.

NB: Candidates who previously applied are encouraged to re-apply.

Enquiries: Mrs T.B. Hlatshwayo, tel. 012 406 1991.



Note: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview, the selection panel will identify candidates to undergo the generic management competency assessments and the successful candidate must sign a performance agreement and be subjected to security clearance.

CLOSING DATE: 01 DECEMBER 2017 AT 16H00

NOTE: The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of this post and persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

APPLICATIONS: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or hand-deliver at: Corner Madiba (Vermeulen) and Bosman Streets, Central Government Offices Building, Pretoria. **FOR ATTENTION:** Ms N.P. Mudau.