

DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

APPLICATIONS:

Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION:

Ms J Masipa/Ms N Monyela

NOTE:

Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certified must be attached if required. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. Applications received after the closing date, e-mailed or faxed applications will not be considered. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

POST:

LEGAL ADMINISTRATION OFFICER (MR5) (Ref No: DBE/55/2021)

Branch: Finance and Administration

Chief Directorate: Legal and Legislatives

Directorate: Legislative Services

SALARY:

R373 389 per annum

CENTRE:

Pretoria

REQUIREMENTS:

An appropriate recognised LLB degree; Eight years' appropriate post-qualification legal experience in a legal environment; Verifiable skills in the drafting of legal documents; Knowledge of education law and admission as attorney or advocate will be an added advantage; Knowledge of the Public Service and of applicable legislation, including the Constitution of the Republic of South Africa, 1996, the PFMA, the PAIA, the PAJA, the POPI, and the Treasury Regulations; Knowledge of civil procedure; Good contract management skills; Good legal administration skills. Good problem-solving skills; Good presentation skills; Excellent communication skills (verbal and written) in, especially, English; Strong analytical skills; Skills in the interpretation of statutes and in conducting research; Above-average computer literacy; Willingness to work irregular hours.

DUTIES:

The incumbent will be responsible to draft and/or amend legal documents including legislation that is administered by the Department, and pilot such legislation through Parliament; Comment on draft legislation of other departments, when requested; Provide legal advice, guidance and opinions on legal matters to the Minister, Senior Management and the rest of the Department; Provide legislative support to provincial education departments; Monitor, coordinate and evaluate the effective implementation of education legislation; Assist project managers with legal support in regard to contracts; Ensure compliance with PAIA, PAJA and POPI; Provide legal education to departmental officials; Conduct, analyse, interpret, and advise on research that will provide information and case law relevant to the legal matter at hand; Draft legal documents and advise on the drafting of legal documents that provide clear motivation/ justification for a particular position; Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, videoconferencing, telecommunications, etc.) in order to provide and communicate information for decision making, reporting, document storage and planning; Carry out any other relevant duties as instructed.

ENQUIRIES:
CLOSING DATE:

Ms J Masipa (012 3573295)/ Ms N Monyela (012 357 3294)
8 October 2021