

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

APPLICATIONS

: Department of Basic Education, and 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 M Thubane

CLOSING DATE

15 June 2018

NOTE:

Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. 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 Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

OTHER POSTS

POST :

SENIOR LEGAL ADMINISTRATIVE OFFICER (Ref:DBE/03/2018)
Directorate: Legal Services

SALARY :

**All-Inclusive remuneration package of R684 423 per annum
Salary will be in accordance with Occupational Specific
Dispensation (OSD)**

CENTRE :

Pretoria

REQUIREMENTS

An appropriate recognised LLB degree and admission as Attorney or Advocate. Eight (8) years appropriate post qualification in legal experience. Credible management experience in the legal field with specific focus on drafting of legislation. At least six (6) to ten (10) years' experience in handling litigation, drafting and vetting of contracts. Knowledge of the Public Service and applicable legislation, including the Public Finance Management Act, 1999

(Act 1 of 1999) (PFMA) and Treasury Regulations. Management experience. Knowledge of civil procedure. Ability to work with electronic research tools. Good legal administration skills. Good problem – solving skills. Good presentation skills. Excellent communication (verbal and written) skills. Strong analytical skills. Computer literacy. Willingness to work irregular hours.

DUTIES:

The incumbent will be responsible for Drafting and vetting of contracts, and other legal documents. Provide legal advice. Administer all litigation of the Department. Draft legal opinions. Advise and represent the Department in disciplinary and labour-related matters. Manage administrative enquiries.

CLOSING DATE:

15 June 2018

ENQUIRIES:

Ms M Thubane (012) 357 3297/ Mr A Tsamai (012)357 3321

NOTE:

Short listed candidate will be required to undergo a test and will be subjected to a security clearance.