

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria. Applicants may alternatively submit by email to recruitment@tourism.gov.za (Maximum size of 5 MB)

CLOSING DATE: 29 January 2021 at 16:30 (Late applications will not be considered)

NOTE: E-mailed applications must only include a completed and signed Z83 form which is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za, a CV, a copy of the Identity Document, a copy of the Senior Certificate and the highest required qualification as well as a copy of a driver's licence where applicable. Attachments must be limited to 5 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the department. Uncertified copies of qualifications, ID document and driver's license will be accepted when submitting your application, but shortlisted candidates must produce original/certified copies on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test.

POST: Chief Director: Legal Services DT02/2021

SALARY: R1 251 183 per annum (Level 14) (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund and a flexible portion that may be structured.

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised undergraduate (NQF7) plus proven strategic management and leadership skills, minimum 5 years' experience in a Senior Management level; Proven extensive experience in the practice of law, either as a member of the Bar, an attorney or a legal advisor in a public service environment. Experience and skills in public policy; Strong strategic planning and leadership

skills ; Good Legal drafting, dispute resolution and legal research skills; an understanding of the work of Government and relevant stakeholders; The ability to work with cross-functional projects/teams ;Good innovative, problem-solving and interpersonal skills ;Good report-writing skills ;A high level of computer literacy ;The ability to communicate effectively at all levels ;Good financial, human resource and project management skills ;A good understanding of the Public Service Regulatory Framework and willingness to travel. Knowledge of the Constitution, PFMA, Civil procedure. PAJA, PAIA, POPIA. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

DUTIES

As a member of the Department's Senior Management team, the incumbent will report to the Deputy Director-General: Corporate Management. He/she will be responsible for: Providing leadership and strategic direction to ensure efficient and effective provision of legal services, and management of staff and resources in the Chief Directorate; Manage the provision of legal advice and opinions in the department; Policy and legal development; Litigation management; Manage regulatory compliance; Drafting and processing of legislation, negotiating, drafting and vetting of contracts, international agreements and MOU's. Monitoring the implementation of new and existing legislation that has an impact on the mandate and the functioning of the Department.

ENQUIRIES :

Mr P Tshabane 012 444 6195 / Mr T Koena 012 444 6154

NOTE :

All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.

Employment Equity preference will be given to African Female and Coloured Female Candidates.