

# 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 for the attention of **Mr E Masindi** to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

**CLOSING DATE:** **16 March 2018 (E mailed, faxed and late applications will not be considered)**

**NOTE:** In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). 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.

**POST:** **LEGAL ADMINISTRATION OFFICER (NDT 02/2018)**

**SALARY:** R202 632 per annum (total package R300 661) based on Occupational Specific Dispensation

**CENTRE:** Pretoria

**REQUIREMENTS:** LLB Degree (or otherwise determined by the Minister of Justice and Constitutional Development). At least 2 years' appropriate post qualification legal experience. Knowledge of the Constitution, Civil Procedure, PFMA, PAJA & PAIA. Computer Literacy. Knowledge of the processes of litigation including labour forums. Knowledge of Administrative Law, proven track record in contract negotiation, reviewing and drafting legislation, providing effective legal advice. Analytical thinking, legal drafting, dispute resolution, legal research & Project Management skills. Analytical thinking, Legal research skills, Computer literacy. Good verbal and written communication skills. Project management skills. Ability to draft opinions and contracts.

**DUTIES:** The successful candidate will be responsible for the following key functions: Administrate legal advice/ Opinions in the Department, Conduct research on policy, legislations and legal principles. Provide recommendation and conclusion within legal prescripts. Policy and Legal development. Appear in court and provide evidence on behalf of the Department. Manage litigation. Monitor the court case from the inception to its final stage. Ensure that briefings are prepared and court orders are implemented. Drafting of contract and International Agreements. Submit monthly and quarterly reports, provide inputs into the strategic planning of the Directorates, liaise with stakeholders. Draft and edit legal correspondence on all administrative enquires and conduct awareness on the legal interventions. Submit monthly and quarterly reports to the Senior Legal Administration Officer.

**ENQUIRIES:** Mr N Madisha Tel. (012) 444 6314



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