ADVERTISEMENT

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 delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.

CLOSING DATE: 20 November 2026 by 16:30 (Late applications will not be considered)

NOTE: Application must include a new Z83 form and CV only. Electronic applications must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (i.e. old Z83 form) will not be considered. Each post's advertisement must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to the disqualification of the application during the selection process. All fields of Sections A, B, C, and D of the new Z83 form must be completed in full. Due to the limited space on the new Z83 form, it is acceptable for applicants to refer to their CV or indicate "see attached" in respect of Sections E, F and G. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resource Management, and such qualifications and other related documents will be in line with the requirements of the advert. Applicants in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, or whose applications were received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including those for the Senior Management Service, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and attainment of a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. By applying for this post, you are consenting to the Department of Tourism processing your personal information, subject to POPIA.

POST: **SENIOR LEGAL ADMINISTRATION OFFICER MR6 (REF NO: DT64/2026)**

SALARY: R 610 434.00 – 1 442 451.00 per annum, (Suitable salary will be determined in accordance with the OSD determination), (Notch and 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 according to personal needs within a framework)

CENTRE: Pretoria

REQUIREMENTS: An LLB qualification. At least 8 years appropriate post qualification legal experience. Knowledge of the Constitution. Knowledge of the PFMA. Knowledge of Civil Procedure

(high court and magistrate court rules). Knowledge of PAJA & PAIA, Computer Literacy, Analytical thinking, Legal Drafting, Dispute Resolution, Legal Research, Good verbal & Written Communication Skills, and Project & contract management Skills.

DUTIES: The successful candidate will be responsible for Legal Advices/ Opinions; Supervising and providing legal advices/ opinions in the Department by: Researching the applicability of legal principles on egal opinions; Higher legal position of the Opinions; Conducting research on applicable policy, legislation or regulations and legal principles with legal Opinions; Formulating questions to be answered on legal Opinions; Studying and cite relevant cases on aspects related to legal Opinions; Providing recommendations and conclusions within permissible legal prescripts; Consulting client to verify request for legal opinions and contents of the legal opinions upon finalisation; Policy and Legal development; Ascertaining whether legislation is in accordance with principle of drafting and interpretation of statutes; Ascertaining that the intention of Department and entities are reflected in the said proposed bill or amendment bill; Reviewing existing legislation to explore opportunities for its amendment and improvement; Perusing and study draft of proposed bill or amendment bill; Facilitating with the drafting of cabinet memorandum; Piloting legislation through the parliamentary process; Making necessary submissions and presentations on draft legislation; Responding to legal opinion aspects that arise during public hearing and parliamentary sessions; Consulting with and getting instructions from the relevant line function; Litigation management; Collecting and providing evidence in regard to possible settlements and negotiate settlements with opponents; Preparing instructions to State Attorneys and make recommendations for appointment of suitable Advocates, if necessary; Monitoring court cases from inception to its finality; Liaising with State Attorney in managing court cases; Determining factual and legal situation on cases brought forward; Establishing if the Department should litigate or defend matter; Reviewing all pleadings at all stages for the court cases as per court rules; Consulting with the relevant line function at each stage of the pleadings; Exploring alternative dispute resolution options for each court cases and prepare an opinion on same; Ensuring that the briefings are prepared and court orders are implemented effectively; Preparing brief advising the relevant authority seeking authority to institute or defend the Departmental legal position; Preparing brief advising the relevant Authority seeking authorisation to institute or defend the Departmental legal position; Conducting research on applicable policy, legislation or regulation to be followed; Drafting legal documents and advices on hand or mentor juniors on drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to the case; Ensuring that there is consistency when applying the legal principles; Liaising with Stakeholders on legal interventions; Drafting and/ or edit legal correspondence on all legal administrative enquiries; Conducting awareness on the legal interventions; Providing inputs into the strategic planning of the Directorate/Chief Directorate and execution of the operational plan; Providing supervision of the Legal Administration Officers and Interns in the Sub-Directorate; Submit monthly and quarterly report to the Director. . . .

EE REQUIREMENTS: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

ENQUIRIES: Mr P Letsoalo Tel. (012) 444 6313

EMAIL APPLICATION: Recruitment6426@tourism.gov.za