

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 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:** 04 August 2017 (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:** **SENIOR LEGAL ADMINISTRATION OFFICER X2 (NDT 13/2017)**
- SALARY:** R 420 909 – R 684 423 per annum (Conditions apply).
- CENTRE:** Pretoria
- REQUIREMENTS:** An appropriate recognised LLB degree coupled with 8 years post graduate in the provision of legal services with supervisory skills (candidates with less than 8 years' experience will not be considered); Candidates must have the ability to negotiate, draft and vet contracts and international instrument. Knowledge of PAIA, PAJA, POPI and the Constitution is essential; Ability to interpret the provisions of the PFMA and Treasury Regulations as well as specific tourism legislation, issues affecting the tourism sector and general tourism law is required. Good verbal and written communication and negotiation skills are essential and; The ability to work in a team and independently is essential; Be computer literate.
- DUTIES:** Provide legal support to ensure compliance with relevant legislation; Provide legal advice, opinions and prepare legal documents for the Department; Draft and vet contracts and international instruments; Manage litigation and draft pleadings; Advice on policy and legislation that has implications on the tourism sector and draft legislation; Provide legal support on contracts to Project Managers; Provide strategic legal support to the Department; ensure compliance with POPI, PAIA and PAJA; and provide legal education to Departmental officials.
- ENQUIRIES:** Mr T Koena. (012) 444 6154

NOTE:

Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.