

# 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 deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.

**CLOSING DATE:** 22 September 2023 at 16:30 (E-mailed, faxed and late applications will not be considered)

**NOTE:** Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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 applicants 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 pre-employment screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job-related test. 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/>. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA

**POST:** **DIRECTOR: LEGAL SERVICES (DT32/2023)**

**SALARY:** R1 162 200 per annum, (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:** A SAQA recognised LLB (NQF8) qualification; Minimum of 5 years' working experience at middle/ senior management level in the Public Service. Proven extensive experience in the practice of law, either as a member of the Bar, an admitted attorney or a legal advisor in a public service environment. Valid driver's license.

**Required skills:** Litigation; Legislative drafting; contract management including drafting, negotiation and vetting of all types of legal agreements; Legal drafting and research; Compliance management; Dispute Resolution; Presentation skills; Good communication (verbal and written) Project management; Strategic capability and leadership; Analytical thinking; Planning and organising; Project Management; People and resource management; Computer literacy.

Required Knowledge: Prescripts governing the Public Service including: the South African Constitution, PFMA, PAJA, PAIA. High Court, Magistrates Court and CCMA Rules.

**DUTIES:**

Reporting to the Chief Director: Legal Services the successful candidate will provide strategic leadership and direction to ensure efficient and effective provision of legal services and management of staff in the Directorate with respect to the following key functions: Manage the provision of legal advice and opinions in the department; Review internal policies; Review and draft legislation; Manage litigation; negotiate, draft and quality assure contracts, international agreements, MOA's and MOU's. Continuously monitor compliance with statutory obligations and provide advice. Prepare and manage the submission of monthly, quarterly or *ad hoc* reports. Quality assure the work produced in the Directorate. Provide continuous support and training of departmental staff on legal matters. Manage Directorate's staff and allocated resources.

**ENQUIRIES:**

Ms M Boikanyo, Tel. (012) 444 6104/6275

**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. EE Preference will be given to Asian, Coloured and White Females.