

# 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:** **21 July 2023 (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.

**POST:** **LEGAL ADMINISTRATION OFFICER MR 2 (DT27/2023)**

**SALARY:** R 264 891 per annum, excluding service benefits

**CENTRE:** Pretoria

**REQUIREMENTS:** LLB Degree (or otherwise determined by the Minister of Justice and Constitutional Development). At least 1-year 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. 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 enquiries and conduct awareness on the legal interventions. Submit monthly and quarterly reports to the Senior Legal Administration Officer.

**EE REQUIREMENTS:** Preference will be given to Coloured Male, Asian Male and White Male Candidates.

**ENQUIRIES:** Mr AP Letsoalo/ Mr MN Madisha 012 444 6313/6314