

# 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:** **LEGAL ADMINISTRATIVE OFFICER MR1-4 (DT39/2023)**

**SALARY:** R 228 915 – R 397 323 per annum (suitable notch to be determined in accordance with the OSD determination)

**CENTRE:** Pretoria

**REQUIREMENTS:** A SAQA recognised LLB degree, 1 to 8 years' post qualification legal experience in accordance with the OSD determination. Knowledge of relevant Acts and Prescripts. 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 and written communication skills and project management skills.

**DUTIES:** The successful candidate will be responsible for administering legal advice/opinion in the Department, research the applicability of legal principles on legal Opinion, higher legal position of the Opinion, conduct research on applicable policy, legislation or regulations and legal principles with legal Opinions, formulate questions to be answered on legal Opinions, study and cite relevant cases on aspects related to legal Opinions, ascertain whether legislation is in accordance with principle of drafting and interpretation of statute, ascertain that intention of Department and entities are reflected in the said proposed bill or amendment bill, peruse and study draft of proposed bill or

amendment bill, facilitate with the drafting for cabinet memorandum, pilot legislation through the parliamentary process, respond to legal opinion aspects that arise during public hearing and parliamentary sessions, consult with relevant line function. Litigation management, provide evidence in regards to possible settlement and negotiate settlement with opponent, prepare instruction to State Attorney and make recommendations for appointment of suitable Advocate to be appointed if necessary, monitor the court case from the inception to its finally finalisation, consult with the relevant line function at each stage of the pleadings, draft, verify the contracts and international agreements to be drafted and edited, conduct research on applicable policy, legislation or regulation to be followed, draft legal documents and advice on hand or mentor juniors on drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case, administrative duties, liaise with shareholders on legal interventions, draft and/or edit legal correspondence on all legal administrative enquiries, conduct awareness on the legal interventions, submit monthly and quarterly report 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 012 444 6313