

NEW VACANCY



KWAZULU-NATAL PROVINCE

**ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS**
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced persons for filling the following positions:

BUSINESS UNIT:	CORPORATE SERVICES
POST TITLE:	DIRECTOR: LEGAL SERVICES
SALARY:	R 1 162 200 – 1 365 411 PER ANNUM (All-inclusive salary package to be Structured in accordance with the rules of SMS) SL13
CENTRE:	HEAD OFFICE: PIETERMARITZBURG
REFERENCE:	DIR-LEGAL 01 /APRIL 2024

REQUIREMENTS:

The ideal candidate must have an appropriate qualification in Law at NQF 7 as recognized by SAQA. • Must be admitted as an Attorney or Advocate. • A minimum of 5 years of Middle Management experience in a legal environment. • Proven extensive practical experience within a legal environment •Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment •A valid driver's licence.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have an in-depth knowledge of all legal prescripts applicable to the public service and in particular the Constitution of South Africa (Act 108 of 1996). Advanced knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of statutes, Planning and Development Law, Civil Litigation, and Mediation, the Code of Conduct for Public Servants, Bill of Rights, and any other legal aspects applicable to South African Law. Broad knowledge of the interpretation of statutes, good knowledge and experience in drafting all legal matters and interpreting legislation; managing human, physical and financial resources, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Minimum of Information Security Standard (MISS). National & Provincial Practice Notes, Human Rights Act, Promotion of the Administrative Justice Act, Skills Development Act, National Development Plan, Provincial Growth and Development Plan, Criminal Procedure Act, KZN Citizen's Charter. Knowledge and understanding of the Public Service regulatory framework, e.g. Public Service Act, Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks. Knowledge of Departmental Policy and Procedures. Knowledge of implementing policies. • Sound human relations and interpersonal skills • Ability to provide legal advice • Negotiation, legal research, including (legal) analytical skills • Ability to meet tight deadlines, work independently, and be willing to work irregular hours. Proven ability to communicate at all levels including, Provincial Departments, HOD, Senior Management, OTP, Departmental personnel, Members of the Ministry, Other departments; Members of the public. •Computer literacy, report writing, strategic planning, negotiating skills, program, and project management principles, report writing, and presentation skills.

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•Broad knowledge of service delivery innovation, and change management. Strategic and leadership, policy analysis and development, management, and administration, advanced written and verbal communication, people management, corporate planning, decision making, research, knowledge management, problem-solving and analysis, client orientation, and customer focus. Ability to work independently, honesty, integrity, and innovation.

KEY PERFORMANCE AREAS

The successful candidate will be required to • Provide guidance and support to the entire department, advise the MEC, Senior Management, and staff in all legal matters to manage and mitigate legal risks that might face the department and office of the Ministry • Manage the provision of effective litigation management in the department. • Manage the provision of effective legal drafting of opinions and contracts. • Coordinate with other departments on all legal-related issues that have a direct bearing on the Department and ensure the recovery of costs of its activities whenever possible. • Manage the provision of legal advisory support services •Coordinate legislative review and reform program in the department •Manage and co-ordinate the Departmental Legislative program including the Provincial Rationalization of Laws Project • Manage human, financial, and other physical resources of the component/Directorate.

➤ **ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT. FEMALES AND PEOPLE WITH DISABILITIES WILL BE GIVEN PREFERENCE**

ENQUIRIES:	MR S P KHANYI
TEL NO:	083 410 6508
CLOSING DATE:	03 MAY 2024

DIRECTIONS TO APPLICANTS:

1. The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The Department reserves the right not to make these appointments. 
2. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment.
3. All applications must be submitted on the new Application for Employment form (Z83) which became effective from the 1st of January 2021 obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za-vacancies The form must be completed in full, and the application form should be initiated, signed and dated. **All required information on the Z83 must be provided.** Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY.
4. Shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Should an applicant have a foreign qualification it must be accompanied by an evaluation certificate from the South African

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5. **Qualification Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).**
6. **Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.**
7. **Shortlisted candidates may be required to undergo a competency test.**
8. **"Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address kznjobs@kznedtea.gov.za Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."** Please note that applicants should only use one of the following methods when applying for a post: either *through the online e-Recruitment system, emailing the Z83 and CV directly to the relevant department, or submitting a hardcopy application as directed.*
9. **Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, PIETERMARITZBURG, 3200, OR hand delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201 in the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Siphso Zangwe.**
10. **Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for the non-collection of those applications.**
11. **The appointment is subject to a positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and or /previous employer(s) apart from the referees listed.**
12. **All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.**
13. **Before the appointment is made for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, which is a public service-specific training program applicable to all applicants who aspire to join the SMS. The course is**

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offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>.

CLOSING DATE: CHECK NEXT TO EACH POST.
