

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.



- APPLICATION** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- CLOSING DATE** : 23 December 2024.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

OTHER POSTS

- POST 45/158** : **LEGAL ADMINISTRATION OFFICER (MR 3-5) REF NO: DPSA 15/2024**
- SALARY** : R307 659 – R625 059 per annum, (Salary will be in accordance with OSD determination).
- CENTRE** : Pretoria.
- REQUIREMENTS** : A minimum qualification at NQF Level 7 in law, a Bachelor of Laws (LLB) or a Bachelor of Procuratorship (B Proc) as recognised by SAQA. 2 to 7 years' appropriate post qualification legal experience. Good knowledge of the South African legal system, public service legislation and policy frameworks, law of contract, legal compliance, litigation management, drafting of legislation and other legal instruments; ability to conduct legal research, provide opinions and work independently; Sound knowledge of legislative processes, the Constitution of the Republic of South Africa, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Service Act, Public Administration Management Act, and Public Finance Management Act is required. Good interpersonal, problem-solving, and dispute-resolution skills; must be computer literate; good communication and writing skills and willingness to travel are essential.
- DUTIES** : To provide professional legal support and advice to the Department and Ministry. Drafting and scrutiny of public administration legislation, providing guidance to the Department in respect of legislative processes and participating in policy processes requiring reflection or amendment in legislation. Support litigation processes. Provide support in respect of technical quality, adherence to best practices, and consistency with the Constitution and other primary legislation of the DPSA
- ENQUIRIES** : Ms. Renisha Naidoo Tel No: (012) 336 1006
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