



Chief Director: Corporate Legal Support and Litigation (RSCM04/2022)

Salary: R1 269 951 per annum, (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.

Centre(s): Pretoria

Requirements:

- An undergraduate qualification in Law or relevant qualification on NQF 7 within the related field as recognised by SAQA plus five (5) years of experience at a senior managerial level within the relevant field.
- Extensive experience in legal administration/law.
- Knowledge of strategic coordination and planning.
- Strategic capability and leadership; people management and empowerment.
- Understanding of risk management and audit procedures.
- Knowledge of policy development and business process management.
- Understanding of change management and financial management.
- Programme and project management skills.
- Ability to lead a multidisciplinary team.
- Knowledge of research methodologies and research presentation.
- Sound organising, planning and excellent communication skills, analytical, innovative, problem solving, and interpersonal skills.
- Ability to work under pressure and long hours.
- Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

Duties:

- Provide overall leadership by ensuring the strategic management and co-ordination as well as the successful functioning of the chief directorate.

- Ensure the management of corporate legal support services.
- Manage litigation, alternative dispute resolutions, losses, and damages to the department.
- Ensure provision of corporate legal support and litigation services to minimise the legal risk for the department.
- Provide legal opinions on the implementation of relevant legislation and general legal matters.
- Provide litigation support and ensure PAIA and POPIA compliance.
- Ensure provision of support for the drafting and vetting of contracts and policies.

Enquiries: Ms Vanessa Bendeman
Tel No: 012 399 9337

For attention: Human Resource Management

Closing date: 20 June 2022.

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- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) accompanied by a recent detailed curriculum vitae to be considered.
 - Please note that ***should you not use the newly amended Z83 and completed, initialed and signed in full, the department reserves the rights to disqualify your application.***
 - **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria **marked for the attention:** Human Resources Management.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
 - The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer.
 - Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
 - Correspondence will be limited to successful candidates only.
 - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); social media checks, and qualification verification.
 - Short-listed candidates will be expected to avail themselves at the department's convenience.
 - Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants.
 - The course is available at the NSG under the name "certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
 - Shortlisted candidates must provide proof of successful completion of the course.
 - Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency-based assessments.
 - The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - The department reserves the right not to make an appointment.
 - If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.