



Legal Administration Officer (MR5): Law Reform (Ref No: RCSM06/2022)

Salary: R 378 990 per annum (OSD) (Total package of R548 054 per annum/conditions apply)

Centre(s): Pretoria

Requirements:

- An LLB degree (NQF8) coupled with at least 8 years post qualification experience in the provision of legal services.
- Knowledge of Environmental Law, Mining Law, Constitutional Law, Promotion of Access to Information Act and Administrative Law.
- An ability to provide legal opinions and advice, interpret legislation, good analytical and legal research skills, good verbal and written communication skills in English, good drafting skills, report and professional writing skills, computer literacy, an ability to work in a team, a pro-active, problem-solving, and positive attitude, and an ability to adhere to deadlines are essential.
- Proven experience in the drafting or vetting of draft primary or subordinate legislation.
- Must be able to travel and must have a driver's license and be able to work after hours or over weekends when necessary.

Duties:

- Draft, vet and comment on Bills, policies, and subordinate legislation.
- Provide assistance in taking Bills through Parliament and assist in Cabinet and Parliamentary processes.
- Provide legal opinions, advice and research on legislation administered by the department.
- Comment or vet submissions, letters, exemptions, authorizations, licenses or permits submitted to the Minister/ DG.
- Draft or provide input on Ministerial submissions and briefings, draft responses to media queries and Parliamentary queries.
- Provide legal support in meetings.

- Provide inputs or comments on legislation or policies received from other national departments.
- Manage delegation register for the Department.
- Coordinate law reform and policies.
- Provide legal support when environmental legislation is taken on review.

Enquiries: Mr Sibusiso Kobese
Tel: 012 399 9351

For attention: Human Resource Management

Closing date: 27 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 senior management service (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.