



Legal Administration Officer (MR5): Legal Support: NEMA (RSCM02/2022)

Salary: R 378 990 per annum (Total package of R 548 054 per annum/condition apply)

Centre(s): Pretoria

Requirements:

- An LLB Degree coupled with at least eight (8) years post qualification experience in the provision of legal services.
- Knowledge of constitutional and administrative law is a requirement and knowledge of environmental and mining law will be an added advantage.
- Proven skills in legislative drafting and/or vetting of primary and/or subordinate legislation is a requirement.
- An ability to analyse and comment on draft legislation and policies, and to understand the implications of draft legislation.
- Ability to provide legal opinions and advice, interpret legislation, good analytical and legal research skills, good verbal and written communication skills in English, report and professional writing skills, computer literacy, an ability to work in a team, good interpersonal relations, presentation skills, a pro-active, problem-solving, and positive attitude and an ability to adhere to timeframes are essential.

Duties:

- Drafting of and assisting with drafting of primary and secondary legislation.
- Legal vetting of primary and secondary legislation.
- Commenting on policies and draft legislation.
- Provide legal support relating to the interpretation and drafting of legislation.
- Provide legal support, legal advice and opinions on the interpretation and implementation of environmental legislation and relevant laws of general application such as the Constitution and Promotion of Administrative Justice Act, 2000.
- Provide assistance in taking Bills through Parliament and assist in the Cabinet and Parliamentary processes.
- Draft or provide input on Ministerial submissions and ministerial briefings, draft responses to media queries and Parliamentary queries.
- Provide legal support in meetings.
- Legal vetting of documents accompanying draft legislation, including socio-economic impact assessments, submissions, letters, government notices, newspaper notices and media statements.

- Prepare and present presentations on legal matters.
- Investigate and research the potential repeal of legislation to streamline legislation and remove duplication between the National Environmental Management Act, 1998, the Mineral and Petroleum Resources Development Act, 2002 and the specific environmental management Acts.
- Attend quarterly Mintech Working Group meetings and provide support on legal issues emanating from working groups.
- Advice on litigation matters.
- Participate in law reform forums with regard to the legislation administered by other departments and provide inputs into the amendment of such legislation, from an environmental perspective.

NOTE: Candidates will be subjected to a written technical test.

Enquiries: Ms A van Reenen, Tel: 012 399 9283 / Cell: 083 280 0730 | **For attention:** Human Resource Management | **Closing date:** 20 June 2022.

- 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.