



Director: Corporate Legal Support and Litigation (RSCM01/2025)

Salary: Remuneration package of R1 216 824 per annum (all-inclusive salary package).

Centre(s): Cape Town

Requirements:

LLB Degree or relevant qualification on (NQF7) in Legal as recognized by SAQA. A minimum of five (5) years' experience at a middle/senior managerial level in the relevant field. Successful completion of the Public Service Senior Management Leadership Programme. Knowledge of litigation legal administration, policy development, project management, risk management, audit and legislation procedures. Extensive drafting and negotiation experience, with an ability to provide innovative legal solutions in a highly litigious sector. Experienced litigation attorney or advocate with knowledge of the relevant environmental legislation or related experience. Advanced knowledge of South African High Court and Magistrate Court Rules, and experience in appearing in courts representing clients. Experience in negotiating, drafting and vetting of contracts/international agreements and experience in drafting legal opinions. Highly developed research and drafting skills. Knowledge of PAIA, POPIA, PAJA and the Constitution is essential. Knowledge of Strategic Coordination and Business planning. Understanding and exposure to alternative dispute resolution mechanisms, financial management, change management, stakeholder engagement, programme and project management, strategic capability and leadership. Good, advanced negotiation skills, adequate skill in computer use, presentation and public speaking Ability to interpret the provisions of the PFMA and Treasury Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law is required.

Duties:

Manage and provide strategic leadership to the Directorate. Manage civil litigation by and against the department; ensure adequate information and complete briefs for counsel; prepare submissions to Minister; give instructions to State Attorneys; provide support during trials and coordinate and ensure that affidavits are correct and complete. Alert the Minister and DG of judgments, implications and risks. Consult with stakeholders to obtain instruction to forward to the State Attorney or to provide oral legal advice, where applicable. Determine liability in respect of damages and losses. Recover debts and losses on behalf of the department. Manage the drafting and vetting of contracts, international

agreements and other legal documents. Ensure compliance with the law and that all contracts are legally sound. Compile and issue vetting memos to address any concerns and risks that are identified through the vetting process. Internal Reporting on contracts management monthly. Provide legal support during contract negotiations. Collate information and research legal instruments to produce effective, efficient legal support (written legal advice or opinions). Ensure PAIA, POPIA and PAJA compliance. Provide legal education and awareness.

Applications: RCSM01-2025@dffe.gov.za

Enquiries: Ms M Mmola

Tel: 012 399 9339

Attention: Human Resource Management

Closing date: 24 February 2025

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- **ALL APPLICATIONS MUST BE SUBMITTED ON** a signed **new Z83 application form** (*click bold underlined text to download PDF form*) obtainable from any public service department accompanied by a recent detailed curriculum vitae only, to be considered.
 - Shortlisted candidates will be required to submit certified copies of qualifications, senior certificate, identity document and driver's license on or before the day of the interview.
 - **CAPE TOWN, NORTHERN CAPE, EASTERN CAPE, AND WESTERN CAPE APPLICATIONS MAY BE FORWARDED TO:**
 - The Director-General, Department of Forestry, Fisheries and the Environment. The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or
 - **Hand-delivered to:** 14 Loop Street, Cape Town.
 - Or **can be emailed** to the respective email address quoting the reference number on the subject email.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
 - 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); 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 requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. 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/>
 - Furthermore, shortlisted candidates must provide proof of successful completion of the course.
 - All candidates shortlisted for the posts will be subjected to 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.