

Department of Public Works and Roads

Director: Legal Services

**Salary: R898 743 per annum (SL-13) all-inclusive remuneration package
(Ref. H/O 63/2016) • Head Office, Mmabatho**

Requirements: • An appropriate B degree in Law/LLB • A minimum of 7 years' experience in legal services of which 5 years must be at Deputy Director level or equivalent • Experience in the Public Service • Competency in contract and litigation processes and on drafting of legislation • Thorough knowledge of Constitutional, Administrative and Labour Law, Public Service Laws, Regulations and Policies • Knowledge of PFMA • Leadership, team member, analytical, interpretation and implementation skills • Valid driver's licence • Computer literacy • The ability to work under pressure and willingness to work long hours.

Duties: The incumbent will manage the Directorate: Legal Services and as such will be responsible for the following: • Providing legal advice or legal opinions to other managers in the Department • Executing instructions regarding legal matters • Drafting or amending legislation or regulation • Conducting, coordinating and monitoring progress in respect of all matters pertaining to general litigation • Liaising with the State Attorneys and State Law Advisors on appropriate legal matters • Advising on Labour Relations issues • Advising on claims and any litigation matters against the Department • Ensuring legal compliance with relevant prescripts (PAJA) • Taking overall control and supervision of staff members within the Directorate • Managing the Directorate's budget and other resources.

NB: The successful candidate will enter into an annual performance agreement and annually disclose his/her financial interest. All short-listed candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. SMS appointments are also subjected to SMS competency assessment following the interview process as a DPSA requirement. This is a re-advertisement, candidates who previously applied may re-apply.

Enquiries: Ms NMG Mfike, tel. (018) 388-2185

This Department is an Equal Opportunity, Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer/promotion/appointment will promote representivity will receive preference. People with disability are encouraged to apply. An indication in this regard will facilitate the processing of applications.

Note: Applications must be accompanied by a signed Z83 form, recently updated comprehensive CV as well as originally certified copies of all qualification(s) including Grade 12 (Senior Certificate), certified ID document and the names of three contactable referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening process. Applicants must indicate the post and reference number in their applications. Applications should be forwarded on time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. Candidates requiring additional information regarding an advertised post, must direct their enquiries to the different enquiries of the posts.

It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

All applications must be forwarded to the Head of the Department, Department of Public Works and Roads, Private Bag X2080, Mmabatho 2735 OR hand delivered to Office No 160, 1st Floor, New Building Head Office Complex in Old Parliament, Modiri Molema Road, Mmabatho 2735, for attention: Mr ME Khauoe.

Closing date: 21 December 2016

NB: Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.



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Department: Public Works and Roads
North West Provincial Government
REPUBLIC OF SOUTH AFRICA