



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPNG/20240410/1794
Advert Reference Number:	DIR- LEGAL 01/APRIL 2024
Job Title:	DIRECTOR - LEGAL SERVICES
Job Level:	SL 13
Vacancy Type:	Internal & External Deviation
Salary:	R1 162 200 - R 1 365 411 PER ANNUM
Department:	KZN ECONOMIC DEVELOPMENT TOURISM AND ENVIRONMENTAL AFFAIRS
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Head Office
Number Of Posts:	1

Duties/Responsibilities:

. Provide guidance and support to the entire department, advise the MEC, Senior Management, and staff in all legal matters to manage and mitigate legal risks that might face the department and office of the Ministry. Manage the provision of effective litigation management in the department. Manage the provision of effective legal drafting of opinions and contracts. Coordinate with other departments on all legal-related issues that have a direct bearing on the Department and ensure the recovery of costs of its activities whenever possible. Manage the provision of legal advisory support services. Coordinate legislative review and reform program in the department .Manage and co-ordinate the Departmental Legislative program including the Provincial Rationalization of Laws Project. Manage human, financial, and other physical resources of the component/Directorate.

Qualifications and Experience:

The ideal candidate must have an appropriate qualification in Law at NQF 7 as recognized by SAQA. Must be admitted as an Attorney or Advocate. A minimum of 5 years of Middle Management experience in a legal environment. Proven extensive practical experience within a legal environment. Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment A valid driver's licence.

Essential Knowledge, Skills and Competencies Required:

The successful candidate must have an in-depth knowledge of all legal prescripts applicable to the public service and in particular the Constitution of South Africa (Act 108 of 1996). Advanced knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of statutes, Planning and Development Law, Civil Litigation, and Mediation, the Code of Conduct for Public Servants, Bill of Rights, and any other legal aspects applicable to South African Law. Broad knowledge of the interpretation of statutes, good knowledge and experience in drafting all legal matters and interpreting legislation; managing human, physical and financial resources, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Minimum of Information Security Standard (MISS). National & Provincial Practice Notes, Human Rights Act, Promotion of the Administrative Justice Act, Skills Development Act, National Development Plan, Provincial Growth and Development Plan, Criminal Procedure Act, KZN Citizen's Charter. Knowledge and understanding of the Public Service regulatory framework, e.g. Public Service Act, Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks. Knowledge of Departmental Policy and Procedures. Knowledge of implementing policies. Sound human relations and interpersonal skills. Ability to provide legal advice. Negotiation, legal research, including (legal) analytical skills .Ability to meet tight deadlines, work independently, and be willing to work irregular hours. Proven ability to communicate at all levels including, Provincial Departments, HOD, Senior Management, OTP, Departmental personnel, Members of the Ministry, Other departments; Members of the public. Computer literacy, report writing, strategic planning, negotiating skills, program, and project management principles, report writing, and presentation skills. Broad knowledge of service delivery innovation, and change management. Strategic and leadership, policy analysis and development, management, and administration, advanced written and verbal communication, people management, corporate planning, decision making, research, knowledge management, problem-solving and analysis, client orientation, and customer focus. Ability to work independently, honesty, integrity, and innovation.

Additional Information

ALL THE APPOINTMENT WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGET OF THE DEPARTMENT. FEMALE AND PEOPLE WITH DISABILITY WILL BE GIVEN PREFERENCE.

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 10 May 2024

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

a)The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.

b)If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.

c)Applications received after the closing date will not be considered.

d)Please clearly indicate the name of the post and reference number of the position for which you are applying.

e)Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.

f)Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.

g)It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.

h)Only candidates who meet the requirements may apply.

i)Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.

j)Applications from Recruitment Agencies will not be considered.

k)Applications sent to incorrect email address will not be considered.

l)The respective Provincial Departments and Public Entities reserve the right not to make an appointment.

m)The appointed candidate shall be required to sign a performance agreement.

n)Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.

o)The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.

