



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20240904/2137
Advert Reference Number:	Ref No.: 026100/09/24
Job Title:	Senior State Law Advisor: Legislative Development
Job Level:	LP9
Vacancy Type:	Internal & External
Salary:	R 1 081 953 - R 1 679 754 p.a. (to be structured in accordance with the rules of the Occupational Dispensation (OSD) for Legal and the Middle Management Services)
Department:	KZN OFFICE OF THE PREMIER
Component:	HEAD OFFICE
Employment Type:	Contract
Contract Duration:	5 year Fixed-term contract
Center:	Pietermaritzburg
Number Of Posts:	1

Duties/Responsibilities:

Assisting the Principle State Law Advisor with editing and certification of Provincial Legislation (Bills, Regulations and Proclamations . Assisting the Principal State Law Advisor with the drafting, legal editing and certification of all Legislation (Bills, Regulations and Proclamations) and notices for the Office of the Premier . Undertaking legal research . Furnishing legal opinion in respect of legislation and labour law . Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement . Management of resources

Qualifications and Experience:

Applicant must be an admitted Advocates or Attorneys with at least a minimum of 3 years' relevant experience, preferably in the public law sector, gained after obtaining an LLB or equivalent degree in Law . Computer literacy . A valid, unendorsed driver's license.

Essential Knowledge, Skills and Competencies Required:

Constitution of the Republic of South Africa . Public Service Act . Public Service Regulations . Parliamentary precepts . Legal policy frameworks . Public Finance Management Act . Labour Relations Act . Employee Performance Management and Development System .Basic Conditions of Employment Act .DPSA Guidelines . Service Delivery Frameworks . Promotion of Access to Information Act . Treasury Regulations . Rationalization of laws . Legal research and review . Legislative drafting . Language skills . Listening skills . Presentation skills . Analytical thinking . Interpersonal relations . Computer skills . Strategic Planning . Organisational skills . Research . Analytical skills . Leadership . Financial management . Time management . Report writing . Problem solving . Communication . Conflict management .Change management . Project management . People management . Relationship Management . Decision Making . Facilitation .Risk Management . Proven ability and skill in the drafting, legal editing and certification of legislation.

Additional Information

Enquiries: Mr S.G. Ngubane Tel: 087 743 8922

Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

NB: All shortlisted candidates may be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department.

Following the interview and technical assessment candidates recommended for appointment at the SMS level will be required to produce a Pre-entry certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name Certificate for entry into and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>.

All SMS posts have been identified to target females and people with disabilities in order to achieve the 50% and 2% targets respectively, in line with National Cabinet Directive. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the regulations.

The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

CLOSING DATE: 13 SEPTEMBER 2024

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 : 13 Sep 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).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

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.