



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	KZNPG/20260410/4090
Advert Reference Number:	KZNPT 26/06
Job Title:	LEGAL ADMINISTRATION OFFICER
Job Level:	MR 5-(OSD)
Vacancy Type:	Internal & External
Salary:	R464 634- R1111 323 per annum
Department:	KZN PROVINCIAL TREASURY
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Pietermaritzburg
Number Of Posts:	1

#### Duties/Responsibilities:

Conduct research for specific cases as well as remain abreast with changes in legislation that affect the department. Represent the department in dispute resolution cases to ensure a fair outcome for the department. Draft legal advice and/or opinions for specific cases to ensure the department abides by and complies with relevant legislation. Preparation of cases for litigation purposes.

#### Qualifications and Experience:

An NQF level 8 LLB qualification or higher. At least 8 years appropriate post-qualification legal experience in the provision of legal services. Admission as an attorney or advocate with good standing with the legal practice Council will be an added advantage. A valid driver's license and in the case of people with disabilities who are unable to personally drive, the department will assist them to meet work related travel commitments.

#### Essential Knowledge, Skills and Competencies Required:

Sound knowledge of the south African legal system, Administrative Law and Constitutional law, Public Service Act, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Public Service Regulations, Interpretation of Statutes and Civil Procedure (Magistrates court practice & High Courts practice). Legal administration skills, computer literacy, conflict management, negotiation skills, good verbal and written communication skills, project management, legal research Methods, ability to write draft legal documents, good inter-personal relations skills, problem solving skills, accuracy and attention to detail, presentation skills, policy analysis, research skills, self discipline and ability to work under pressure with minimum supervision.

#### Additional Information

Enquiries: Mr B Gumede 033 897 4544

CLOSING DATE: 24 April 2026

PREFERENCES: African Males, African Females and people with disabilities who meet the requirements.

NOTE: The new Z83 form must be used effective 1st January 2021 and can be downloaded at [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies). The Z83 MUST BE COMPLETED IN FULL.

Application must be accompanied by a detailed CV\* Only the provisionally shortlisted candidates will be requested to submit supporting documents (certified copies of qualifications, drivers license etc.) All shortlisted candidates, including SMS, shall undertake to pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants need to ensure that they obtain and submit their foreign qualifications verified with SAQA if shortlisted or provisionally shortlisted. \* Non-South African citizens or permanent residency holders, if provisionally shortlisted, will be required to submit proof of citizenship \* The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV.\*Candidates will be subjected to security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously.

Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Candidates who do not comply with the above mentioned will not be considered.

#### 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](mailto:KZNHelpDeskRecruit@KZNpremier.gov.za)

Closing Date : 24 Apr 2026

#### 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.