

## DEPARTMENT OF BASIC EDUCATION

*The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.*

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 08 December 2017
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. correspondence will only be entered into with short-listed applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

## OTHER POST

- POST 46/01** : **SENIOR LEGAL ADMINISTRATION OFFICER (REF NO: DBE/62/2017)**  
: Branch: Finance and Administration  
: Directorate: Legislative Services
- SALARY** : All-Inclusive remuneration package of R684 423 per annum. Salary will be in accordance with Occupational Specific Dispensation (OSD)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised LLB degree and admission as Attorney or Advocate. Eight (8) years appropriate post qualification in legal experience with supervisory skills. Credible management experience in the legal field with specific focus on drafting of legislation. At least three (3) years' experience in drafting of legislation. Knowledge of education law will serve as an advantage. Knowledge of the Public Service and applicable legislation, including the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), PAIA, PAJA and Treasury Regulations. Management experience. Knowledge of civil procedure, Good contract management skills. Good legal administration skills. Good problem – solving skills. Good presentation skills. Excellent communication (verbal and written) skills. Strong analytical skills. Computer literacy. Willingness to work irregular hours, skills in interpretation of statutes and in conducting research.
- DUTIES** : The incumbent will be responsible to draft and /or amend legislation that is administered by the Department and pilot it through Parliament. Comment on draft legislation of other departments. Provide legal advice, guidance and opinions to the Minister, Senior Management and the rest of the Department on legal matters. Provide legislative support to provincial education departments. Monitor, coordinate and evaluate the effective implementation of education legislation. Assist with legal support on contracts to project Managers. Ensure compliance with PAIA and PAJA. Provide legal education to Departmental officials.
- ENQUIRIES** : Ms J Masipa (012 3573295)/ Ms N Monyela (012 357 3294)
- NOTE** : Short listed candidate will be required to undergo a test and will be subjected to security clearance.