



KWAZULU-NATAL PROVINCE
HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

**SENIOR LEGAL ADMINISTRATION OFFICER (3 - year contract)
(CONTRACT MANAGEMENT)**

(2 posts)

R 495 354 – 1 192 677.00 PER ANNUM

(Salary will be in accordance with OSD determination)

CENTRE: DURBAN

(Reference Number: SLAO 11/2022)

REQUIREMENTS: Applicants must be in possession of an appropriate LLB degree or equivalent (B Proc) with a minimum of 8 years appropriate post qualification legal experience and a valid driver's license. Preference will be given to admitted Attorneys with demonstrated management experience.

Knowledge, Skills and Competencies: Knowledge of the legislative framework that governs the operation of the Public Service; Knowledge of the law of Contract; Knowledge of the Housing Act and legislation; Knowledge of the Housing policies; Knowledge and experience in the interpretation of statutes; Knowledge of the Public Service Act and Regulations; Knowledge of PFMA; Knowledge of Human Resources Management; Knowledge of Performance Management; Financial Management skills; Project Management skills; Legal skills; Contract Administration skills; Communication skills (written & verbal); Computer skills; Problem solving skills; Conflict resolution skills; Change management; Facilitation skills; Interpersonal skills; Interpersonal skills; Presentation skills; Research skills (quantitative and qualitative); Analysis skills; Negotiation skills; Driving; Influencing skills; Time management skills; Networking skills.

The successful candidate will perform the following Key Performance Areas:

*Manage the drafting of contracts and agreements; *Conduct a legal evaluation of contracts and other documents to ensure that the department complies with legislation; *Ensure the provision of a functional legal advisory service to the department and its clients; *Prepare legal opinions and memorandums of advice; *Draft specimen (pro-forma) project, service level and other agreements to ensure the fulfilment of the Departmental mandate/obligation; *Facilitate the litigation process and provide advice in respect of litigation; *Provide legal representation in arbitration and/or court proceedings; *Prepare comments and/or submissions in respect of proposed legislation and/or policies; *Prepare high level reports in respect of the work undertaken by the sub directorate;
*Manage effective financial, human and other resources of the component to ensure the achievement of objectives.

Enquiries related to this post can be directed to: Mrs. ZZ Manqele at 031 336 5300.

CLOSING DATE: 09 DECEMBER 2022

NOTE : Applications must be submitted on the **New prescribed applications form signed Z83** (which must be originally signed and must be completed in full), accompanied by a detailed CV. **Relevant qualification, Identity document and a valid South African driver's license (where necessary) will be required on or before the date of the interview from shortlisted candidates.** Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documents must be submitted for each post applied for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. The Department reserves the right not to fill the post (s).

Note: Applications not submitted on the fully completed new Z83 application forms will not be considered.

Forward your applications, quoting the relevant reference number and the name of publication which you saw this advertisement to the Head of Department of Human Settlements, Private Bag x 54367, Durban 4000, for the attention of Mr. SD Mthethwa or hand-deliver to 353-363 Dr Pixley ka Seme Street, Murchison Passage, Eagle Building, Durban, Ground Floor.