

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

The Department is an equal opportunity department and the Department's intention is to promote equity through the filling of these posts.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to email: recruitcd@dcdt.gov.za
- CLOSING DATE** : 04 September 2023
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> and should be accompanied by a recently updated comprehensive Curriculum Vitae. The successful candidates must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Note: Applications received after the closing date will not be considered. Only e-mailed applications will be considered. Short listed applicants will be required to submit copies of all qualifications obtained and will be subjected to verification by the South African Qualifications Authority. Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered further. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment using the mandated DPSA SMS competency assessment tools. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo a full security vetting. All applicants must declare any conflict or perceived conflict of interest and must disclose membership of Boards and directorships associated with. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV's submitted will be destroyed after the three (3) months period. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates, whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

MANAGEMENT ECHELON

- POST 29/23** : **CHIEF DIRECTOR: LEGAL SERVICES**
- SALARY** : R1 308 051 per annum (Level 14), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
- CENTRE** : Pretoria, Hatfield
- REQUIREMENTS** : A relevant NQF level 7 qualification in Law or equivalent legal qualification as recognized by the South African Qualifications Authority (SAQA) with at least 10 years' relevant experience in a legal environment of which 5 – 7 years should be on Snr Managerial level and prior to appointment the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za. Added advantages include a relevant postgraduate qualification, completed School of Legal Practice, completed courses related to 4IR / Telecommunications / Administrative Law / Public Sector Law / Constitutional law / ICT law / International law / Corporate law and admission as an attorney or advocate: Must have excellent knowledge of all legislation administered by the Department; Public Sector Laws. Government Policies. Departmental policies & procedures. Policy analysis and development and any other law which may be relevant in the execution of the Mandate of the Department. Knowledge of the following legislation will be an added

advantage: Magistrates Court Act. Postal Services Act. Post and Telecommunication-related Matters Act. South African Post Office Act. South African Postbank Act. Sentech Act. Promotion of Access to Information Act. Banks Act. RICA. IGR Act. Supreme Court Act. Promotion of Administrative Justice Act. Electronic Communications Act. Electronic Communications and Transactions Act. Broadcasting Act. Independent Communications Authority of South Africa Act. Public Service Act. PFMA and other Financial Regulations. Skills and Competencies: Strategic management. Program and Project management. Knowledge management. Change management. Financial management. Problem solving and analysis. People management. Service delivery innovation. Client orientation and customer focus. Communication. Diversity management. Leadership skills. Risk management. Corporate governance. Project coordination and management, understanding of a policy environment, understanding of ICT environment. Must be able to communicate at senior management level (both written and verbal). Ability to meet tight deadlines while delivering excellent results. Must be able to work independently. Ability to establish and maintain networks. Must be Innovative, Resourceful, Assertive, Creative and Highly motivated.

DUTIES

: The successful candidate will: Provide strategic management and leadership with regard to legal services for the Department. Provide strategic legal advice to the Minister and Director General/ Head of Department/ Executive and Top management. Lead and manage the Legal Services component to ensure that strategic objectives of the Department are achieved. Ensure legally sound corporate governance and compliance for the Department and its SoCs. Provide leadership to the Department and its SoCs on legal matters affecting the ICT sector. Engage stakeholders relevant to the provision of legal services. Manage and coordinate legal advice to support the Department in cabinet clusters. Effectively manage human and financial resources in line with the PFMA to achieve the Chief Directorate's objective. Provide legal advice and support required by Internal Components and Management Structure. Manage litigation, contracts and legal opinions with the State Attorney and State Law Advisor.

ENQUIRIES

: Ms Rene Naidoo Tel No: (012) 427 8141, Ms Tania Beukes Tel No: (012) 12 427 8184, Ms Louisa Kgang Tel No: (012) 421 7006