

DEPARTMENT OF MILITARY VETERANS

The Department Of Military Veterans Is An Equal Opportunity Affirmative Action Employer. It Is Our Intention To Promote Representativity (Race, Gender And Disability) Through The Filling Of These Posts And Candidates Whose Appointment/Promotion/Transfer Will Promote Representativity Will Receive Preference.

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001.
- FOR ATTENTION** : The Director: Human Resource Management
- CLOSING DATE** : 01 September 2023 at 15h30
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable references (telephone numbers and email addresses must be indicated). Note: Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ Driver licenses/ qualifications on application, only when shortlisted . Only shortlisted candidates will be required to submit certified documents of ID and qualifications on or before the day of the interview. Only shortlisted Non-RSA Citizens/Permanent Resident Permit Holders will submit a copy or proof of his/her Permanent Residence to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 29/76** : **DEPUTY DIRECTOR: LEGAL SERVICES REF NO: DMV2023/08-03**
(Re-advertisement)
- SALARY** : R811 560 – R952 485 per annum (Level 11), (all inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate and a Bachelors Degree in Law (LLB) or equivalent qualification. At least 3-5 years relevant experience at Assistant Director Level. Knowledge Legal processes and systems, Government wide policies, Ability to interpret and apply policies and legislations. Skills in Report writing, Research, Presentation, Analytical, Motivational, Decision making, Facilitation and Compliance. Personal attributes: Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate.
- DUTIES** : Provision of legal advisory services. Draft and prepare legal opinions. Provide legal advice. Draft and compile legal documents, i.e. to vet tender documents, contracts, memoranda of understanding and service level agreements and give advice on interpretations and execution of powers. Ensure that the content of these instruments are legally correct and contain the necessary clauses (essentialia) – issuing of a certificate of due diligence. Liaise and consult with legal advisors and experts. Draft and produce legislation and accompanying memoranda. Handle responses to legally based queries and complaints of service providers, Military Veterans and the public. Respond to Parliamentary enquiries. Provide technical and administrative support in the consultation process and instruction of State Attorneys, as well as partake in consultations and negotiations to settle legal matters and/or prepare for hearings and trials. Ensure compliance with POPI and PAJA. Manage the administration of

lawsuits. Ensure the representation of the employees of the department in criminal matters arising from the execution of their official duties. Provide technical and administrative support in the representation of the Department in litigation matters. Handle liaison with other government departments and stakeholders in relation to court cases and other legally related matters. Provide technical and administrative support in the briefing of external legal counsels for the purpose of providing the department with legal opinions and advice on complex and complicated legal questions and related matters. Provide technical and administrative support in the monitoring and provision of advise regarding litigation processes following legal action being instituted against or by the Department. Handle investigations and handling of criminal and civil matters including declarations and resolutions of criminal matters. Provide technical and administrative support in preparing case files as well as liaison with State Attorneys / state law advisors on litigation and other related matters. Handle investigations and advise on the strength of the department's case before defending or instituting action. Act as a nodal point for Appeal Board matters. To ensure that DMV officials attend the hearings and to ensure that appeal board decisions are executed alternatively be taken on Review should the decision fall outside our mandate and require such intervention.

ENQUIRIES

: Ms Dineo Masemola and Mr Ayanda Swartbooi Tel No: (012) 765 9454