

**DEPARTMENT OF TOURISM**

*The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.*

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 22 September 2023 at 16:30 (E-mailed, faxed and late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job-related test. One of the minimum entry requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA.

**MANAGEMENT ECHELON**

- POST 32/69** : **CHIEF DIRECTOR: INTERNATIONAL RELATIONS AND COOPERATION REF NO: DT30/2023**
- SALARY** : R1 371 558 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised B-degree (NQF7) or equivalent qualification in International Relations/Economics/Public Administration/Tourism or related field plus proven strategic management and leadership skills. A minimum of 5 years' experience at a Senior Management position. Understanding of Bilateral and Multilateral Relations; Knowledge of South Africa's domestic and international policies in relation to Tourism; Public Service Legislative Frameworks relating to International Relations; Intergovernmental Relations Framework Act; International agreements, treaties, resolutions, commitments and outcomes of major global development conferences. Required skills: Well developed strategic capacity and leadership skills; High degree of strategic and analytical thinking and advanced project management skills; Diplomacy; Change Management; Communication (verbal and written); Financial Management; People Management; Stakeholder management; Policy Development. Possession of a valid driver's license and willingness to travel extensively.
- DUTIES** : Reporting to the Deputy Director-General: Tourism Research, Policy and International Relations the successful candidate provide strategic leadership and direction with respect to the following key functions: Lead the national priorities through bilateral and multilateral relations preferably in the tourism sector; Oversee

the implementation of international tourism agreements; Coordinate stakeholder engagements to identify and resolve international tourism related barriers; Manage capacity building initiatives as a contribution to regional integration as well as internationally; Drive strategic interventions and form partnerships for tourism development; Refine the policy framework to enhance the development and growth of tourism in the region, continent and internationally; Promote cooperation with international organisation and institutions in line with South Africa's national values and foreign policy objectives; Coordinate tourism related regional, continental and international collaboration and partnerships; Monitor developments in the tourism sector; Identify and direct national priorities through bilateral and multilateral relations; Manage the Chief Directorate's resources (human and financial).

**ENQUIRIES  
NOTE**

: Ms A Malan Tel No: (012) 444 6380  
: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE Preference will be given to Asian, Coloured and White Females.

**POST 32/70**

: **DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: DT31/2023**

**SALARY**

: R1 162 200 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

**CENTRE  
REQUIREMENTS**

: Pretoria  
: A SAQA recognised B-degree (NQF7) in Supply Chain Management or Logistics or Public Administration or Management. Minimum of 5 years' working experience at middle/ management level. Understanding of government policies. Required proven skills: Computer literacy, Analytical thinking, Strategic planning, Supply Chain Management, Communication skills (verbal and written), Project management skills. A valid driver's license. Knowledge of PFMA and Treasury Regulations.

**DUTIES**

: Reporting to the Chief Financial Officer the successful candidate will provide strategic leadership and direction with respect to the following key functions: managing Demand, Acquisition, Logistics, Assets, Transport and Travel units in the department, ensuring submission of a consolidated Procurement Plan, ensuring that bid specifications and evaluation reports are aligned to project objectives and complies with SCM laws and regulations; coordinate of conclusion contracts (SLA's). Ensuring effective implementation of Supply Chain and Asset Management policies and standard operating procedures. Maintain an accurate, complete and valid asset register, ensure that BAS and LOGIS asset reconciliation reports are reviewed; ensuring the submission of recommendations on theft/ losses/ damages to the committee; Provide support during the audit process and ensure that responses are submitted within the required time frames. Develop, implement, review and monitor risks within the directorate. Responsible for compiling monthly, quarterly, annual reports. Develop, implement and monitor the execution of the budget and operational plan of the directorate. Manage the resources of the Directorate.

**ENQUIRIES  
NOTE**

: Mr T Koena Tel No: (012) 444 6154  
: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE Preference will be given to Asian, Coloured and White Females.

**POST 32/71**

: **DIRECTOR: LEGAL SERVICES REF NO: D32/2023**

**SALARY**

: R1 162 200 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a

		flexible portion that may be structured according to personal needs within a framework)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	A SAQA recognised LLB (NQF8) qualification; Minimum of 5 years' working experience at middle/ senior management level in the Public Service. Proven extensive experience in the practice of law, either as a member of the Bar, an admitted attorney or a legal advisor in a public service environment. Valid driver's license. Required skills: Litigation; Legislative drafting; contract management including drafting, negotiation and vetting of all types of legal agreements; Legal drafting and research; Compliance management; Dispute Resolution; Presentation skills; Good communication (verbal and written) Project management; Strategic capability and leadership; Analytical thinking; Planning and organising; Project Management; People and resource management; Computer literacy. Required Knowledge: Prescripts governing the Public Service including: the South African Constitution, PFMA, PAJA, PAIA. High Court, Magistrates Court and CCMA Rules.
<b><u>DUTIES</u></b>	:	Reporting to the Chief Director: Legal Services the successful candidate will provide strategic leadership and direction to ensure efficient and effective provision of legal services and management of staff in the Directorate with respect to the following key functions: Manage the provision of legal advice and opinions in the department; Review internal policies; Review and draft legislation; Manage litigation; negotiate, draft and quality assure contracts, international agreements, MOA's and MOU's. Continuously monitor compliance with statutory obligations and provide advice. Prepare and manage the submission of monthly, quarterly or <i>ad hoc</i> reports. Quality assure the work produced in the Directorate. Provide continuous support and training of departmental staff on legal matters. Manage Directorate's staff and allocated resources.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms M Boikanyo Tel No: (012) 444 6104/6275
	:	All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE Preference will be given to Asian, Coloured and White Females.

#### **OTHER POSTS**

<b><u>POST 32/72</u></b>	:	<b><u>ASSISTANT DIRECTOR: MULTILATERAL RELATIONS AND COOPERATION REF NO: DT 33/2023 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R527 298 per annum (Level 10), excluding service benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A SAQA recognized NQF level 6/7 qualification in International Relations/ Economics/ Tourism or related field. 3-5 years' working experience in a supervisory position within an International Relations or Tourism environment. Project Management skills. Sound knowledge and skills in stakeholder management, financial management and human resource management. Excellent writing and analysis skills. A valid driver's licence and willingness to travel.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for facilitating the development of strategic plans for multilateral engagements; assisting in reviewing the strategic plans in line with national priorities; coordinating South Africa's national interests and strategic partnerships with prioritised multilateral organisations and strategic formations; facilitating the development of the stakeholder consultation framework; assisting with the engagement with stakeholders and identifying areas of analysis; coordinating the process of stakeholder consultation; maintenance of multilateral engagements database for the department; facilitating and updating the database and retrieving information upon request; assisting in analysing international trends to identify the best practices; facilitating identification of points of interface with prioritised multilateral organisations; developing briefing notes and lobbying and for country positions; monitoring and reporting continuously in terms of multilateral engagements.
<b><u>ENQUIRIES</u></b>	:	Mr V Maseko Tel No: (012) 444 6646

**NOTE** : EE Requirements: Preference will be given to Coloured Male and White Male candidates.

**POST 32/73** : **ASSISTANT DIRECTOR: EXPERIENCE AND ROUTE DEVELOPMENT REF NO: DT 34 /2023**

**SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10), excluding service benefits  
: Pretoria  
: A SAQA recognised NQF6/7 qualification in Tourism Development, Economics or related studies. 3-5 years' management experience in tourism related management. Project Management skills. Knowledge of relevant Acts and Prescripts. Knowledge of Tourism Policies and procedures. Knowledge of South Africa's domestic and international policies in relation to tourism. Understanding and knowledge of South Africa, regions and the continent. Ability to manage people and empower or motivate people. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Client orientation and customer focus. Leadership skills. Proper and strong negotiation skills. Financial management skills. Sound organising skills. Ability to act with tact and diplomacy. Computer Literacy with knowledge and understanding of all MS Office packages.

**DUTIES** : The successful candidate will be responsible for auditing all tourism routes in the country including cross border initiatives. Setting up initial engagements with industry operators on initiatives, facilitate trade relations networking between operators and travel trade, Coordinate intergovernmental and cross border relations engagements on route development initiatives. Identify strategic tourism routes and trails that can significantly enhance visitor experience and facilitate tourism development and investment in thriving tourism nodes. List number of critical routes and initiatives that can enhance tourism experience, drafting motivations to solicit support from management. Develop tourism route support framework and policy through which the State can contribute in enhancing visitor experience through development of routes/trails. Develop route support and incentives framework that embraces government strategic objectives, develop guidelines and framework for roles and responsibilities in route development, design policy, forms and processes for supporting route initiatives. Do trend analysis for new forms of tourism niche market development. Producing regular tourism trend analysis report. Drafting of cases or motivations for management support for development of the market. Conducting baseline research on niche markets, identify niche markets aligned to national tourism strategic objectives. Identify development funding and investment opportunities that can support market development. Start initial engagements with relevant partners to support the development of such a market, support in the management of partnerships for experience and route development.

**ENQUIRIES** : Ms F Mbam Tel No: (012) 444 6419

**NOTE** : EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

**POST 32/74** : **ASSISTANT DIRECTOR ADVOCACY, AWARENESS AND FACILITATION PROGRAMMES REF NO: DT 35/2023**

**SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10), excluding service benefits  
: Pretoria  
: A SAQA recognised relevant Degree or National Diploma in Tourism Management/ Social Studies. 3-5 years' working experience relevant environment. Knowledge and understanding of the tourism sector. Understanding of the SETA landscape. Knowledge of Human Resource Development and the Skills Development Act. Knowledge of the Tourism Act, Public Service and departmental procedures and prescripts related to HRD and Tourism. Programme and Project Management skills. People Management and Presentation Skills. Sound organising and planning skills. Coordination and Facilitation skills. Good communication, problem solving and writing skills.

**DUTIES** : The successful candidate will assist in creating awareness and advocacy on skills development initiatives for the tourism sector; monitoring the creation of a work-

readiness programme for the unemployed in collaboration with relevant stakeholders; ensuring the establishment of relevant structures and bodies that would enhance synergy amongst the activities of role players and address pertinent issues affecting industry course; building capacity for the sector and local government communities and the promotion of tourism culture, coordinate the implementation of stakeholder engagements and enhancing awareness of the tourism industry amongst learners, students and unemployed youth; conducting education and skills training programmes targeting learners, Educators, Civil society and community representatives; Assist in the implementation of Foreign education and training awareness initiatives; Ensure that there is establishment, participation and monitoring of working groups or task teams to create synergy on the implementation of skills programmes; Implement and drive interventions that raise awareness on of the socio-economic benefits of domestic tourism; facilitating engagement sessions with industry on skills development initiatives and any other related matters; maintain strategic partnerships that supports awareness and education within the sector; assisting in the identification of relevant sector Departments for collaboration in support of Social Tourism, coordinating the participation of the partners in various stakeholder engagements platforms. monitoring and evaluating the implementation of Domestic Tourism Growth Strategy to track and advice on the implications; coordinating continuous reporting on the progress of Social Tourism Growth Programme; identifying implementation mechanisms of tourism sector strategies; providing inputs in drafting a stakeholder consultation framework with regard to Social Tourism Development Intervention.

**ENQUIRIES** : Ms MP Jones Tel No: (012) 444 6574  
**NOTE** : EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

**POST 32/75** : **PROFESSIONAL DEVELOPMENT OFFICER REF NO: DT 36/2023**

**SALARY** : R359 517 per annum (Level 10), excluding service benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A SAQA recognised NQF 6/7 in Human Resources Development, Tourism, Public Administration or equivalent qualification. 2-3-years' working experience in a related environment. Knowledge of HR practices and procedures. Knowledge and understanding of Administrative procedures. Financial and project management skills. Sound knowledge of Personnel management. Understanding of financial delegations and Protocol. Sound organising and planning skills. Good communication skills. Computer Literacy.

**DUTIES** : The successful candidate will be responsible for supporting the establishment of national body/agency to coordinate the skills training systems; providing support in the implementation of the Executive Development programme for women; providing support in the implementation of the Tourism Human Resource Development Strategy (TSHRD) initiatives i.e. RPL; providing support in the professionalization and continued development of TSHRD; facilitating communication with industry association to professionalise certain tourism related professions; coordinating logistical arrangements for stakeholders' engagements; maintaining stakeholder database; providing secretariat services and logistical arrangements for professionalization and development structure meetings; ensuring proper recording and safe keeping of structure and other meeting minutes; coordinating sub-directorate travel arrangements including Subsistence & Travel (S&T) Claims.

**ENQUIRIES** : Ms. CT Madlala Tel No: (012) 444 6416  
**NOTE** : EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

**POST 32/76** : **RISK PRACTITIONER REF NO: DT 37/2023**

**SALARY** : R359 517 per annum (Level 08), excluding service benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A SAQA recognised NQF 6/7 qualification in Risk Management/Accounting/Internal Auditing/Business Management. 2-3 years' working experience within a Risk and Integrity Management environment. Registration with the institute of Risk

Management of South Africa (IRMSA) and the Association of Certified Fraud Examiners South Africa Chapter (ACFESA) would be an added advantage. Understanding of the legislative requirements relating to Enterprise Risk Management. Good understanding of Integrated Risk Management principles and practices such as: Corporate Governance (King IV), Public Sector Risk Management Framework, COSO framework, Code of Ethics and their incorporation into various business processes, Treasury regulations. A valid driver's license.

**DUTIES** : The successful candidate will be responsible for coordinating departmental operational, ethics and fraud and corruption risk registers; benchmarking with best practices in Risk Management to review the Risk Management Frameworks; compiling and analysing the audit finding tracking system and conducting regular analysis of the programme environment to identify emerging risks and liaising with programmes; facilitating reporting on the implementation of financial disclosure and remunerative work outside the public service dispensation by employees; compiling quarterly operational and fraud mitigation progress reports, collating and analysing the risk management quarterly reports and draft risk mitigation analysis reports; facilitating approval of Risk Management Committee and providing secretarial services (compile meeting packs, assist with logistical arrangements for RMC meetings including special meetings); preparing the payment of fees for the external independent RMC Chairperson; developing a schedule and facilitating logistical arrangements for awareness sessions and source promotional material; monitoring implementation of Business Continuity Management and facilitating Business Continuity Impact risk assessments; assisting in the development of Business Continuity Management framework and implementation plans.

**ENQUIRIES** : Ms R Motshegwa Tel No: (012) 444 6591  
**NOTE** : EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

**POST 32/77** : **PERSONAL ASSISTANT REF NO: DT 38/2023**

**SALARY** : R294 321 per annum (Level 07), excluding service benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A SAQA recognised NQF 6 or equivalent qualification (a Secretariat specific qualification would be an added advantage). 3-5 years' work experience in rendering secretariat support to senior management. Sound knowledge and experience in financial administration. Project management skills. Computer literacy. Sound communication skills, including report writing and verbal communication. Organisational and problem-solving skills. Self-management and motivation.

**DUTIES** : The successful candidate will be responsible for preparing and maintaining the year plan and calendar; managing reminders and informing manager about appointments; ensuring that the diary is clear from clashes and rescheduling appointments to prioritise meetings; coordinating with and advising the manager regarding engagements; receiving telephone calls for the senior manager; performing advanced typing work; clarifying instructions and notes on behalf of the manager; utilizing discretion to decide whether to accept/decline or refer to other employees' requests for meeting based on the assessed importance and urgency of the matter; ensuring the effective flow of information and documents to and from the office of the manager; ensuring safekeeping of all documentation in line with relevant legislation and policies; scrutinizing routine submissions / reports and making notes and /or recommendations for the manager; drafting documents and filing of documents for the manager and unit; collecting, analysing and collating information requested by manager; managing the leave register for the unit; compiling the stakeholder contact list for manager; scrutinizing documents to determine actions / other documents required for meetings; recording minutes and communicating with the relevant role players; coordinating logistical arrangements for meetings; making bookings of flights, accommodation and car rental; collecting and coordinating all the documents that relate to the manager's budget; keeping records of expenditure commitments and monitor expenditure; checking and correlating BAS reports to ensure that expenditure is allocated correctly; managing of telephone accounts for the unit; handling the procurement of standard items for

		the activities of the manager and the unit; comparing the MTEF allocation with the requested budget and inform the manager of changes.
<b><u>ENQUIRIES</u></b>	:	Mr S Pearce Tel No: (012) 444 6587
<b><u>NOTE</u></b>	:	EE Requirement: Preference will be given to Coloured Male and White Male Candidates
<b><u>POST 32/78</u></b>	:	<b><u>ADMINISTRATIVE ASSISTANT REF NO: DT 40/2023</u></b>
<b><u>SALARY</u></b>	:	R241 485 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent other training course/qualifications.1-2 years' experience in Administrative Environment. Good telephone etiquette. Sound organizational skills. Basic written communication skills. Ability to act with tact and discretion. Language skills and the ability to communicate well with people at different levels and from different backgrounds.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for preparing and maintaining the year plan or Calendar for the Chief Directorate. Making logistical arrangements for directorate's meetings, events and workshops (organise venues, equipment, refreshments): process order forms/order numbers for workshops, catering, conferences and departmental entertainment. Administer safekeeping of goods delivered and received. Receiving clients from receptionist and direct to relevant boardroom, venue or office. Make bookings of flights, accommodation and car rental as per departmental policy and procedures. Prepare the processing of travelling documents. Binding of documents for management meetings. Provide administrative support. Administer telephone accounts, salary slips, sundry payments, mail register, receiving of documents, registering documents and disseminate to the relevant officials. Keep and maintain leave records, asset register, procurement of assets/equipment etc. Manage boardrooms (where relevant). Handle general phone line, mail delivery. Compile quarterly delegation report on all approval done by Directors. Manage printer contracts (Where relevant). Compilation of stakeholder contact list for Director. Process claims. Prepare S&T, cellphone claims and ADSL claims and submit for approval and forward to finance for payment. Follow-up with finance on payments. Manage petty cash according to policy and procedures. Process all invoices. Ensures proper record keeping of expenditure documents e.g. invoices. Procurement of standard items like stationery, refreshments. Liaise with supply chain in relation to procurements of goods and services. Documents management. Receiving, recording and distributes all incoming and outgoing documents. Ensure safekeeping of information, documents, order forms, invoices. Tracking of hardcopy documents for the Manager. Record and circulate promptly, in a clear and confident manner, documents that are relevant to the manager. Proper follow up of outstanding tasks. Adhere to the record management policy and procedure manual. Complying with the record disposal system. Compile and update delegation register. File, store, retrieve and secure of files/documents in line with Departmental Central Filing system/requirement. Filing of all documents according to the departmental file plan and central filling system. Tracing files and documents from registry. Updating and maintaining records of all files, documents and provide original/copy to the registry. Adherence to the record management policy and procedure manual. Complying with the records disposal system. Update filing system regularly.
<b><u>ENQUIRIES</u></b>	:	Ms E Moswete Tel No: (012) 444 6519
<b><u>NOTE</u></b>	:	EE Requirements: Preference will be given to Coloured Male and White Male Candidates.
<b><u>POST 32/79</u></b>	:	<b><u>LEGAL ADMINISTRATIVE OFFICER MR1-4 REF NO: DT 39/2023</u></b>
<b><u>SALARY</u></b>	:	R228 915 – R397 323 per annum, (suitable notch to be determined in accordance with the OSD determination)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A SAQA recognised LLB degree, 1 to 8 years' post qualification legal experience in accordance with the OSD determination. Knowledge of relevant Acts and Prescripts. Knowledge of the Constitution. Knowledge of the PFMA, knowledge of

Civil Procedure (high court and magistrate court rules), Knowledge of PAJA & PAIA, computer literacy, analytical thinking, legal drafting, dispute resolution, legal research, good verbal and written communication skills and project management skills.

**DUTIES**

: The successful candidate will be responsible for administering legal advice/opinion in the Department, research the applicability of legal principles on legal Opinion, higher legal position of the Opinion, conduct research on applicable policy, legislation or regulations and legal principles with legal Opinions, formulate questions to be answered on legal Opinions, study and cite relevant cases on aspects related to legal Opinions, ascertain whether legislation is in accordance with principle of drafting and interpretation of statute, ascertain that intention of Department and entities are reflected in the said proposed bill or amendment bill, peruse and study draft of proposed bill or amendment bill, facilitate with the drafting for cabinet memorandum, pilot legislation through the parliamentary process, respond to legal opinion aspects that arise during public hearing and parliamentary sessions, consult with relevant line function. Litigation management, provide evidence in regards to possible settlement and negotiate settlement with opponent, prepare instruction to State Attorney and make recommendations for appointment of suitable Advocate to be appointed if necessary, monitor the court case from the inception to its finally finalisation, consult with the relevant line function at each stage of the pleadings, draft, verify the contracts and international agreements to be drafted and edited, conduct research on applicable policy, legislation or regulation to be followed, draft legal documents and advice on hand or mentor juniors on drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case, administrative duties, liaise with shareholders on legal interventions, draft and/or edit legal correspondence on all legal administrative enquiries, conduct awareness on the legal interventions, submit monthly and quarterly report to the Senior Legal Administration Officer.

**ENQUIRIES**  
**NOTE**

: Mr AP Letsoalo Tel No: (012) 444 6313  
: EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.