

## DEPARTMENT OF TRANSPORT

*Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.*

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 27 October 2023
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

## MANAGEMENT ECHELON

- POST 34/137** : **DEPUTY DIRECTOR-GENERAL: CIVIL AVIATION REF NO: DOT/HRM/2023/75**  
Branch: Civil Aviation  
Chief Directorate: Civil Aviation
- SALARY** : R1 663 581 per annum (Level 15), all-inclusive salary package, of which 30% can be structured according to individual needs.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)  
An undergraduate NQF level 7 and a postgraduate qualification (NQF Level 8) as recognised by SAQA in Transport and Logistics / Transport Management / Transport Economics with 8 – 10 years experience at a senior management level in the aviation sector. Knowledge and Skills: Understanding of the global and regional aviation landscape; A thorough knowledge of the air transport industry, including its regulations, standards, challenges, opportunities and best practices; Negotiation and problem-solving skills; A proven leadership and management skills, Report writing skills; A demonstrated ability to lead and manage teams, projects and budgets. Communication: Verbal & Written communication – English – above average – Governance related to information. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised. Financial practices in

order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment: Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management: Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Career Pathing: promotion to next level, progression to next level is possible through competition for a vacant higher position; Career Development: extended management development programme, project khaedu. Training Development: SMS member who have a dual career path must ensure that skills related to their occupational classifications are updated within every three (3) per performance cycle, SMS members who require continuous professional development as obliged by their respective professional body must update their skills accordingly. Every SMS member must spend a minimum of 18 days mandatory training on a combination of generic/technical/professional training over every three (3) year performance cycle.

**DUTIES** : Manage the Development of internationally competitive regulatory framework for Civil Aviation; Ensure the provision of aviation economic analysis, regulation and strategies for industry development. Ensure effective monitoring and evaluation of the impact of aviation safety, security and environmental regulatory framework; Represent South Africa at the International Civil Aviation Organisation (ICAO) Council. Participate in project teams to achieve a multi-disciplinary to meet set objectives of the Department; Manage the resources of the Branch.

**ENQUIRIES** : Ms Fikile Nhangombe Tel No: (012) 309 3514  
**NOTE** : Preference will be given to African Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

**POST 34/138** : **CHIEF DIRECTOR: PUBLIC ENTITY OVERSIGHT REF NO: DOT/HRM/2023/76**  
 Branch: Administration (Office of the Director-General)  
 Chief Directorate: Public Entity Oversight

**SALARY** : R1 371 558 per annum (Level 14), all-inclusive salary package, of which 30% can be structured according to individual needs.

**CENTRE** : Pretoria (Head Office)  
**REQUIREMENTS** : An undergraduate NQF level 7 qualification as recognised by SAQA in Transport Economics/ Transport Planning/ BCom Business / Financial Management / Law/ Corporate Governance/ Company Law with a minimum of 5 years' experience at a senior management level in a Corporate Governance or State-Owned Enterprise Oversight environment. A valid driver's licence is required. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skills: The following will serve as recommendations: Legislative and policy prescripts relevant to the Department and its SOEs. Corporate governance as it applies to the public and private sector, as well as Company law. Project Management, strategic planning and risk management. PFMA, National Treasury Regulations and other relevant legislation and polices relevant to public entities. Understanding of corporate governance processes, the facilitation of appointments for Boards or Councils of public entities, and the coordination of entities' strategic and annual performance plans. Knowledge and understanding of monitoring the performance of public entities. Knowledge of the financial and non-financial report writing, Policy formulation and evaluation. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised. Financial practices in order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate.

**DUTIES** : Provide public entity corporate governance advisory services. Facilitate the recruitment process for the appointment of Board Members for Public Entities. Facilitate the Cabinet approval and appointment process of the Chief Executive

Officers. Provide advice on governance matters and compile the necessary reports. Ensure compliance documents are in place. Ensure performance evaluations with regards to governance functioning and general business performance is conducted. Establish Public Entity governance structures. Manage the performance and compliance of public entities. Ensure alignment of public entity planning documents (Corporate Plans, Strategic Plans and Annual Performance Agreements) with the strategic plan of the Department. Monitor and evaluate performance of DOT Entities as stated in the planning documents. Monitor compliance with PFMA and/or agency's enabling legislations, regulations and policies. Manage Stakeholder Relationships. Ensure compliance of Public Entities with financial requirements. Coordinate, analyse and report on the financial information of public entities. Monitor the compliance of entity's financial information and performance according to the strategic/corporate plans. Oversee and facilitate the implementation of sound financial practice within public entities. Maintain and review the integrated reporting information of public entities. Provide an effective Stakeholder Relations. Manage and coordinate stakeholder relations between the branches, Director-General and the Executive Authority as well as the Public Entities. Form as a point of contact between the Department and Public Entities. Process stakeholder queries. Process Parliamentary questions. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Participate in the planning and or implementation of cross functional projects. Participate in development of the definition of the project missions, goals, tasks and resources requirements. Research and identify methods to monitor projects and apply. Manage project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Manage project progress reporting. Manage and control the Chief Directorate. Provide guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Chief Directorate. Establish and maintain governance and administrative system's continuity within the work of the Chief Directorate. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Authorise expenditure. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the Chief Directorate. Set budget levels.

**ENQUIRIES**  
**NOTE**

: Ms Fikile Nhangombe Tel No: (012) 309 3514  
: Preference will be given to African Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

**POST 34/139**

: **CHIEF DIRECTOR: MARITIME INFRASTRUCTURE AND INDUSTRY DEVELOPMENT REF NO: DOT/HRM/2023/77**  
Branch: Maritime Transport Branch  
Chief Directorate: Maritime Infrastructure and Industry Development

**SALARY**

: R1 371 558 per annum (Level 14), all-inclusive salary package, of which 30% can be structured according to individual needs.

**CENTRE**  
**REQUIREMENTS**

: Pretoria (Head Office)  
: An appropriate recognised NQF level 7 in Built Environment / Civil Engineering/ Maritime Studies / Transport Management / Transport Economics / Econometrics / Transport and Logistics Management/ Transport Planning with 6 -10 years relevant experience in the Maritime sector or Port Industry of which 5 years' experience must be at senior management level. Knowledge and Skills: Knowledge of the South African Maritime Transport environment; Knowledge and understanding of the Port development framework; Knowledge of the Comprehensive Maritime Transport Policy; Knowledge of International Maritime Treaties/protocols (WTO/WCO/UNCTAD/IMO); Knowledge of the Merchant Shipping Act and relevant Maritime Regulations; Knowledge and understanding of the Economic and Modelling in the transport related discipline; Compilation of management reports; Knowledge of the Public Finance Management Act (PFMA). Communication – Verbal & Written communication – English – above average – Governance related to information. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised. Financial practices in order to ensure the achievement of strategic organisational objectives.

Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment: Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management: Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Career Pathing: promotion to next level, progression to next level is possible through competition for a vacant higher position; Career Development: extended management development programme, project khaedu.

**DUTIES** : The successful candidate will: Manage the development, growth and transformation of the maritime industry; Manage the development and planning for Maritime Transport infrastructure and freight logistics; Manage and monitor the development, planning and execution of Operation Phakisa and promote economic growth in the maritime sector; Participate in the project teams to achieve a multi-disciplinary approach to meet set objectives of the Department; Manage the resources of the Chief Directorate.

**ENQUIRIES** : Mr M. Madiya Tel No: (012) 309 3329  
**NOTE** : Preference will be given to African Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

**POST 34/140** : **DIRECTOR: MARITIME INDUSTRY DEVELOPMENT AND ECONOMIC REGULATION REF NO: DOT/HRM/2023/78**  
 Branch: Maritime Transport  
 Chief Directorate: Maritime Infrastructure and Industry Development

**SALARY** : R1 162 200 per annum (Level 13), all-inclusive salary package, of which 30% can be structured according to individual needs.

**CENTRE** : Pretoria (Head Office)

**REQUIREMENTS** : An undergraduate NQF level 7 qualification as recognised by SAQA in Maritime Management/Transport Economics/ Built Engineering /Transport Planning/ Economics with a minimum of 6 – 10 years' experience in the maritime industry of which 5 years' must be at a middle/senior managerial level. Knowledge and Skills: Knowledge of South African Maritime Transport Environment; Knowledge and understanding of the Port development framework; Knowledge of the Comprehensive Maritime Transport Policy; Knowledge of International Maritime Treaties/ protocols (WTO/WCO/UNCTAD/IMO); Knowledge of the Merchant Shipping Act and relevant Maritime Regulations; Knowledge and understanding of the Economics and Modelling in the transport related discipline; Compilation of management reports; Knowledge of the Public Finance Management Act (PFMA). Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised. Financial practices in order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. Communication: Verbal & Written communication – English – above average – Governance related to information; People Management & Empowerment: Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management: Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Career Pathing: promotion to next level, progression to next level is possible through competition for a vacant higher position; Career Development: extended management development programme, project khaedu, financial management

**DUTIES** : Ensure compliance with economic policies and development of multilateral and bilateral agreements; Manage maritime economic regulation and analysis; Manage the promotion of the maritime industry locally, regionally and globally; Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department; Manage the resources of the Directorate.

**ENQUIRIES** : Mr M Madiya Tel No: (012) 309 3329

- NOTE** : Preference will be given to African Male/Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position
- POST 34/141** : **DIRECTOR: ECONOMIC ANALYSIS AND REGULATION REF NO: DOT/HRM/2023/79**  
Branch: Civil Aviation  
Chief Directorate: Aviation Economics and Industry Development  
Directorate: Aviation Economics and Regulation
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive salary package, of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 qualification as recognised by SAQA in Transport Economics / Economics / Science / Economics Engineering / with 6-10 years' experience in aviation of which 5 years must be at a Middle Management Services (MMS) level. Certificate of successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and skill: Understanding of the global and regional aviation landscape. A thorough knowledge of the air transport industry, including its regulations, standards, challenges, opportunities, and best practices Negotiation and problem-solving skills. A proven leadership and management skills. Compilation of management reports. A demonstrated ability to lead and manage teams, projects and budgets. Communication: Verbal & Written communication - English - above average. Governance related to information.
- DUTIES** : Manage all aspects related to air transport market access and economic regulation. Manage tariff regulation aspects related to air services, airports and air navigation service charges. Research and collate data for planning and forecasting purposes. Manage the resources of the Directorate.
- ENQUIRIES** : Ms Tshitshi Phewa Tel No: (012) 309 3205
- NOTE** : Preference will be given to African Male/Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.
- POST 34/142** : **DIRECTOR: AIR TRANSPORT REF NO: DOT/HRM/2023/80**  
Branch: Civil Aviation  
Chief Directorate: Policy and Regulation  
Directorate: Air Transport
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive salary package, of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 qualification as recognised by SAQA in Transport and Logistics / Transport Management / Transport Economics with 6-10 years' experience in the aviation sector of which 5 years must be at a middle management level. Certificate of successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and skill: Understanding of the global and regional aviation landscape. A thorough knowledge of the air transport industry, including its regulations, standards, challenges, opportunities, and best practices Negotiation and problem-solving skills. A proven leadership and management skills. Compilation of management reports. A demonstrated ability to lead and manage teams, projects and budgets. Communication: Verbal & Written communication - English - above average. Governance related to information.
- DUTIES** : Maintain and enhance South Africa's position on bilateral air transport. Manage all aspects relating to licensing and permits, safety and security. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department and South Africa. Manage the resources of the Directorate.
- ENQUIRIES** : Ms Elizabeth Mpye Tel No: (012) 309 3446
- NOTE** : Preference will be given to African Male/Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

## OTHER POSTS

<b><u>POST 34/143</u></b>	:	<b><u>PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: DOT/HRM/2023/83</u></b> Branch: Administration (office of the Director-General) Chief Directorate: Administration (office of the Director-General) Directorate: Administration (office of the Director-General) Sub Directorate: Administration (office of the Director-General)
<b><u>SALARY</u></b>	:	R811 560 per annum (Level 11), all-inclusive salary package, of which 30% can be structured according to individual needs
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An undergraduate NQF level 6 qualification in Office Management and Technology Secretariat / Management Assistant / Public Management / Administration / Business Management with 3 years relevant experience at a junior management or Assistant Director level or 10 years' experience at a senior practitioner (salary level 8) level in rendering support services to senior management. Knowledge and Skills: (Competencies). Knowledge on the relevant legislation/policies/prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation.
<b><u>DUTIES</u></b>	:	Provide diary management. organise general administrative issues in the office of the Director-General. Provide staff management. Manage logistical matters.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms Fikile Nhangombe Tel No: (012) 309 3514 Preference will be given to African Male, Coloured Male /Female, White Male and persons with disabilities are encouraged to apply for the position.
<b><u>POST 34/144</u></b>	:	<b><u>DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: DOT/HRM/2023/84</u></b> Branch: Public Transport Chief Directorate: Public Transport Industry Development Directorate: Contract and Subsidy Management
<b><u>SALARY</u></b>	:	R958 824 per annum (Level 12), all-inclusive salary package, of which 30% can be structured according to individual needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An undergraduate NQF Level 6 qualification as recognized by SAQA in Transport Management / Transport Economics / Economics / Transport Planning / Law with 5 years' experience in the management of contracts / subsidy environment of which 3 years must be at junior management or Assistant Director Level. Knowledge: (Competencies): Knowledge in passenger transport field, knowledge and understanding of Contract Management, understanding of the NLTTA, computer and PFMA.
<b><u>DUTIES</u></b>	:	Coordinate the management and administration of Public Transport Operations Grant in terms of the Division of Revenue Act and PFMA. Develop a Contract Management System. Manage the evaluation of the Subsidy Management System (SUMS). Manage the Sub-Directorate.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr Tshifhiwa Mudzielwana Tel No: (012) 309 3583 Preference will be given to African Male / Female, Coloured Male /Female, Indian Male, White Male and persons with disabilities are encouraged to apply for the position.
<b><u>POST 34/145</u></b>	:	<b><u>DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: DOT/HRM/2023/85</u></b> Branch: Corporate Services Chief Directorate: Office of the Chief Information Officer Directorate: Business Intelligence
<b><u>SALARY</u></b>	:	R811 560 per annum (Level 11), all-inclusive salary package, of which 30% can be structured according to individual needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An appropriate NQF level 6 qualification in Library and information Science / Information Management / Knowledge Management with 3 years at a Junior

		Management or Assistant Director level in knowledge management field. Knowledge and skills: Knowledge and understanding of the DPSA knowledge Management framework. Must have the ability to contribute in Web designing. Computer skills. Communication- verbal and written communication – English – above average. Financial management. Strategic Capability and Leadership. Promote and raise awareness of knowledge management in the Department. Development a knowledge management portal. Promote the effective use of the knowledge sharing tools. Manage the Presidential Hotline. Manage the knowledge Centre / Library.
<b><u>DUTIES</u></b>	:	
<b><u>ENQUIRIES</u></b>	:	Ms Lebo Kwadjo Tel No. (012) 309 3984
<b><u>NOTE</u></b>	:	Preference will be given to African Male / Female, Coloured Male /Female, Indian Male, White Male and persons with disabilities are encouraged to apply for the position.
<b><u>POST 34/146</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER REF NO: DOT/HRM/2023/86</u></b> Branch: Civil Aviation Chief Directorate: Aviation Economic Analysis & Industry Development Directorate: Economic Analysis & Regulation
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate NQF level 6 qualification in Transport Economics/ Transport Management/ Transport Planning with 2 – 3 years' experience in an aviation environment
<b><u>DUTIES</u></b>	:	Assist in the development of economic forecasts for South African's Air transport global competitiveness. Ensure adherence to ICAO's statistical requirements. Participate in the inter-departmental project teams and inter-departmental task teams relating to pertinent economic forecasting issues. Provide project administration.
<b><u>ENQUIRIES</u></b>	:	Ms Chamaine Mathonsi Tel No: 012 309 3939
<b><u>NOTE</u></b>	:	Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.
<b><u>POST 34/147</u></b>	:	<b><u>STATE ACCOUNTANT: SYSTEM CONTROLLER REF NO: DOT/HRM/2023/87</u></b> Branch: Office of the Chief Financial Officer Chief Directorate: Budgeting and Compliance Directorate: Management Accounting and Budgeting
<b><u>SALARY</u></b>	:	R294 321per annum (Level 07), all-inclusive salary package, of which 30% can be structured according to individual needs.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	NQF level 6 in Finance with two years working experience in finance. Experience in System Control will be an added advantage.
<b><u>DUTIES</u></b>	:	Maintain Bas. Monitor interfacing or transversal systems. Access and monitor financial systems. Provide guidance and capacity development on BAS. Maintain safetyweb. Develop, implement and maintain policies and procedures in area of responsibility.
<b><u>ENQUIRIES</u></b>	:	Ms. Khathazile Mabena Tel No: (012) 309 3768
<b><u>NOTE</u></b>	:	Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.
<b><u>POST 34/148</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER: CORPORATE LEGAL MR 1 – MR 5 REF NO: DOT/HRM/2023/86</u></b> Branch: Corporate Services Chief Directorate: Legal Services Directorate: Corporate Legal
<b><u>SALARY</u></b>	:	R228 915 – R1 005 801 per annum (Salary will be determined in accordance with OSD determination)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An LLB or as otherwise determined by Minister of Justice and Constitutional Development with 0 - 14 years appropriate post qualification legal experience. Experience in drafting and editing contracts. Knowledge and skills: Application of the law to the facts, knowledge of Administrative Acts, principles concepts,

**DUTIES**

: knowledge of the constitution. Communication: Verbal (from highest to the lowest hierarchal level), computer literacy. Analytical and Project Management. provide legal opinion / advice. Provide litigation services for the Department. Draft / vet contracts and other legal documents. Manage administrative enquires.

**ENQUIRIES**  
**NOTE**

: Mr Sifiso Simelane Tel No: (012) 309 3141  
: Preference will be given to African Male/Female, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.