

## NATIONAL DEPARTMENT OF HEALTH

*The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).*

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume and Struben streets.Pretoria.
- FOR ATTENTION** : Ms N Sombinge
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (**previous experience must be comprehensively detailed**), certified copies of qualification certificates, service certificates, ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the Applicant's responsibility to have foreign qualifications and national certificates evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, Applicants may regard their applications as unsuccessful. The Department will not be liable where Applicants use incorrect/no reference number(s) on their applications.
- POST** : **LEGAL ADMINISTRATION OFFICER GRADE 5 (REF NO: NDOH 34/2016)**
- SALARY** : R287 292 – R708 765 per annum - OSD
- Certified copies of original certificates of service must be submitted with the application.**
- CENTRE** : Chief Directorate: Legal Services. Pretoria.
- REQUIREMENTS** : \*A three or four year legal qualification i.e. B. Juris/B. Proc/LLB \*Admission as an Attorney or Advocate will be an advantage \*At least 8 years appropriate post qualification legal experience \*Experience in management of litigation and internal appeals, ability to draft legal documents and ability to

draft primary and secondary legislation and interpretation thereof \*Knowledge and understanding of legislation administered by the Department, as well as legislation that impacts on the functions being performed in the Department, knowledge of the South African Constitutional Law \*Knowledge and understanding of legislative drafting process and rules of Parliament \*Good communication (written and verbal), interpersonal, planning, organisational, problem solving and research skills \*A valid driver's licence.

**DUTIES** : \*Management and co-ordination of litigation \*Drafting or amending legal documents (international agreements, contracts and service level agreements) \*Provision of legal opinions to the Department and Ministry \*Drafting and amending legislation administered by the Department in line with instructions \*Drafting, editing and amending regulations \*Manage risks and audit queries.

**ENQUIRIES** : Adv L. Makhoshi at Tel no (012) 395 8470

**CLOSING DATE** : 15 April 2016