

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 (formerly known as Andries) and Struben streets.Pretoria
- FOR ATTENTION** : Ms M Shitiba
- 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) and certified copies of qualification certificates, service certificates, including 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 (where applicable) 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 personnel suitability checks 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, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
- POST** : **SENIOR LEGAL ADMINISTRATION OFFICER (REF NO: NDOH 55/2016)**
- SALARY** : R 420 909 – R 1 023 054 per annum plus competitive benefits. (Salary notch/package to be determined according to relevant experience and qualifications)
- Certified copies of original certificates of service must be submitted with the application.**
- CENTRE** : Chief Directorate: Food Control, Pharmaceutical Trade and Product Regulations. Pretoria
- REQUIREMENTS** : A three or four year Degree in LLB and admission as an Attorney or Advocate. At least eight (8) years appropriate post graduate experience in litigation, advisory, legislative drafting, legal research and contract vetting. Extensive knowledge and application of the Medicines & Related Substances Act, (Act 101

of 1965). Knowledge of Pharmacy Act, 1974 (Act 53 of 1974), Consumer Protection Act, 2008 (Act 68 of 2008), Constitution of Republic of South Africa, 1996 (Act 108 of 1996), the Labour Relation Act, 1995 (Act 66 of 1995), Promotion of Access to Information Act, 2000 (Act 2 of 2000), Promotion of Administrative Justice Act, 2000 (Act 3 of 2000). Good communication (verbal and written), interpersonal relations, problem solving, project management, creative thinking and computer skills (MS Office package). Resilience and be prepared to deal with administration. Ability to work independently and under pressure as well as function as part of a team when required.

DUTIES : Provide advice to the Cluster, the Registrar, the Medicines Control Council (MCC) and different Committees on all legal matters. Draft new as well as amendments on existing legislation (including regulations). Plan and do research, including comparative legal research in respect of all legislation administered by the Department. Negotiate, draft and edit contracts. Prepare and issues discussion papers and reports that contain research recommendations and draft legislation for law reform. Deal with legal actions instituted against or on behalf of the MCC. Draft legal opinion as required and administrative control duties on all legal correspondence.

ENQUIRIES : Dr J Gouws at tel no 012 395 8003/8032.

CLOSING DATE : 7 August 2017

CLOSING TIME : 12H00 Midday

MEDIA : PSVC NDOH Website Vuk'uzenzele