

**POST:** Executive Legal Officer (Brigadier)

**LOCATION:** Office of the National Commissioner, Head Office, Pretoria

**LEVEL OF REMUNERATION:** Band A (SMS) = An all-inclusive flexible remuneration package of R 1 238 355 per annum is applicable to the post.

**REFERENCES:** 24/12/3699 **RE-ADVERTISEMENT**

**Generic Requirements:**

- The post requires skills in: strategic capability, analytical ability and leadership, programme and project management, financial management, change management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, audit and assurance, audit and risk management experience, stake holder relations and customer focus.
- Applicants must have knowledge of systems, processes, procedures, policies and legislation relevant to the field of the post, such as the Minimum Information Security Standards (MISS), Public Service Act, South African Police Service Act, as well as Public Finance Management Act, Treasury Regulations, Police / Public Service Regulations, Risk Management Framework in the Public Sector and other relevant legislation.
- Applicants must also be computer literate (Microsoft Word / Power Point / Excel).

**Appointment Requirements:**

- Must have a Bachelor of Laws / LLB / B Proc Degree (accredited by SAQA on NQF level 7 or higher). An applicable post graduate qualification in the above relevant fields, relevant training and development in a Middle Management Learning Programme and / or admission as an Attorney or Advocate with successful bar examination / pupillage examination will be an added advantage;
- Must have a minimum period of three years' appropriate managerial experience in the field of the post;
- Must be fluent in at least two of the official languages, of which one must be English;

- Must have a valid motor vehicle drivers' licence; and
- Will be required to undergo a security vetting process to the level of Top Secret and obtain a security clearance of Top Secret within six months after appointment (if not already in possession of such a valid security clearance).

### **Core Functions:**

- Manage the provisioning of legal support to the National Commissioner: South African Police Service.
- Manage the provisioning of legal support to the National Commissioner in respect of high profile civil litigation, labour and arbitration related matters.
- Manage the provisioning of general legal support to the National Commissioner.
- Manage and utilise human, financial, physical and information resources in the immediate post environment in accordance with the strategies, priorities and regulatory framework of the SAPS. Manage the provisioning of legal support to the National Commissioner: South African Police Service.
- Manage the provisioning of legal support to the National Commissioner in respect of high profile civil litigation, labour and arbitration related matters.
- Manage the provisioning of general legal support to the National Commissioner.
- Manage and utilise human, financial, physical and information resources in the immediate post environment in accordance with the strategies, priorities and regulatory framework of the SAPS.

### **General:**

Application form specifically developed and circulated with this advertisement (containing the closing date for applications in Red on page 1) must be utilised. Application form will also be available at will be available from SAPS Head Office, Wachthuis Building, Thibault Arcade, 225 Pretorius Street, PRETORIA, 2nd floor, room T208. The use of any other (old) application form may result in the rejection of the application.

The application form will also be available at the Provincial Offices, Human Resource Management and on the SAPS Website: <https://www.saps.gov.za>. The application form that must be used is circulated together with the advertisement and it may be requested via only one of the following e-mail addresses:

[SeniorAppointmentsHQ5@saps.gov.za](mailto:SeniorAppointmentsHQ5@saps.gov.za)

[MbokaneLN@saps.gov.za](mailto:MbokaneLN@saps.gov.za)

[senappoint@saps.gov.za](mailto:senappoint@saps.gov.za)

[Snr.Appoint.HQ4@saps.gov.za](mailto:Snr.Appoint.HQ4@saps.gov.za)

[RamatlakanaS@saps.gov.za](mailto:RamatlakanaS@saps.gov.za)

Other application form may result in the rejection of the application.

The application form may be delivered by hand to the SAPS Head Office, Subsection: SMS Appointment Administration: Wachthuis Building, Thibault Arcade, 225 Pretorius Street, PRETORIA, 2nd floor, room T208 (between 07:30 and 16:00), or may be posted to (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 3 January 2025:

The South African Police Service, Subsection: SMS Appointment Administration, Private Bag X986, PRETORIA, 0001

The onus is on the candidate to obtain a reference number as proof of registration of the application. It is furthermore the responsibility of the applicant to ensure that the application has been received at the Subsection: SMS Appointment Administration, Head Office on or before the closing date and time of the advertisement. Late applications will not be accepted or considered.

Enquiries can be directed to ANY of the personnel at SMS Appointment Administration: Head Office including, Lieutenant Colonel Rivombo, Captain Mashile or Captain Mbokane at telephone number: 012 393-4463 / 1112 / 1078 / 1014 / 2484 / 2773 / 2436.

#### **PLEASE TAKE NOTE OF THE FOLLOWING REQUIREMENTS:**

- The closing date for applications is: **3 January 2025 at 16:00.**
- Only the official application form (specifically developed for this advertisement) as mentioned in paragraph 6 supra will be accepted.

The use of any other (old) application form may result in the rejection of the application. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The initials and surname of the applicant must be endorsed on every page of the application form in the space provided.

- The post particulars and number of the post must be correctly specified on the application form.

- The CV must contain full particulars of:

- all boards on which an applicant serves;

- current employment and other business interests;

- career promotions, appointments, career developments, career history, and

- current studies and qualifications.

- An applicant must also attach to the application copies of ONLY the following documents (which need not be certified):

- ID document;

- valid motor vehicle drivers' licence (must be valid on closing date for applications as stipulated in the advertisement); and

- post school qualification - Degree / Diploma certificates of all educational qualifications obtained (academic records and / or statements of results only do not suffice).

- Applicants must declare all interests or involvement in a public– or private board or council or any other private entity of which such interest may create a conflict of interest.

- Applicants must indicate in the application form whether he / she has been found guilty of a criminal / departmental / disciplinary offence or whether any civil judgment have been delivered against him / her.

- Applicants must indicate in the application form whether he / she has any criminal / departmental / disciplinary investigation or hearing, or civil matters pending against him / her.

- Applicants must not have any tattoo marks which will be visible when wearing any Police uniform.

- Successful candidates for appointment, will be vetted in terms of Chapter 7, Part 2 of the Children’s Act, 2005 (Act No 38 of 2005) or the National Sex Offenders Register [Section 42 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007)]. A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, may be disqualified from appointment to that post.
- If it appears after an applicant’s appointment that his or her name appears in either of the indicated registers, his or her appointment may be re-considered.
- Candidates are expected to disclose if he / she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act No 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment to that post.
- The final selected candidate must disclose any financial interest, in the prescribed format, as provided for in the SAPS Employment Regulations, 2018, for newly appointed SMS candidates or proof of the electronic submission for the previous disclosure period.
- The successful candidate will be required to undergo a security vetting process to the level of Top Secret and obtain a security clearance of Top Secret within six months after appointment (if not already in possession of such a valid security clearance).
- Appointments will be made in terms of the SAPS Act, 1995 (Act No 68 of 1995).
- Correspondence will be conducted with successful candidates only.
- Shortlisted candidates will have to submit one (1) set of fingerprints to the secretary of the selection committee.
- All shortlisted candidates will be subjected to an assessment centre process, which will be used to test the relevant technical elements of the job and the generic managerial competencies, the logistics of which will be communicated by the department.
- The successful candidate will have to conclude a contract of employment (if newly appointed to the SMS), enter into a performance agreement and disclose all financial interests in terms of the South African Police Service Employment Regulations, 2018, and the Public Service Regulations, 2016.

The South African Police Service is under no obligation to fill a post after the advertisement thereof.

Although the post is advertised, the National Commissioner may withdraw the post from the advertisement, re-advertise such post or fill the post by transferring a person at the same level where this is deemed to be in the interest of service delivery.

In accordance with National Instruction 9 of 2016, as well as Regulation 24 of the SAPS General Regulations, expenses with regard to travel and accommodation of candidates may be paid by the South African Police Service.

The appointment of the successful applicant will come into effect on the first day of the month following the date on which the National Commissioner approved the appointment or date of assumption of duty.

**We welcome applications from persons with disAbilities**

