

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS**

- APPLICATIONS** : Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Director: Human Resource Management Department of Public Works, Private Bag X9142 Pietermaritzburg, 3200. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg or online via kznpw.jobs.headoffice@kznworks.gov.za
- FOR ATTENTION** : Mrs ZJ Hlongwane
- CLOSING DATE** : 28 March 2025
- NOTE** : Directions to candidates note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV online and directly to the email addresses indicated above in respect of the different centres where the posts exist. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centers (DOACS) at www.kznonline.gov.za/kznjobs." Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013.

MANAGEMENT ECHELON

<u>POST 09/190</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: DLS/HO/03/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	Head Office - Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 plus a Bachelor of Laws (LLB) Degree or a relevant Legal qualification at a NQF level 7 as recognized by SAQA. Admittance as an Attorney / Advocate. A Valid driver's license. A minimum of 5 years' middle/senior management experience in a legal environment. Computer literacy in the office software packages. A valid driver's licence. The recommended candidate will also be required to produce a SMS Pre-entry (Nyukela) certificate prior to appointment.
<u>DUTIES</u>	:	Manage and facilitate civil litigations. Manage the drafting of legal documents, contracts and agreements. Manage the provision of legal opinions and advice within the Department. Manage the development and implementation of policies. Manage the resources of the Directorate. Skills, Knowledge & Competencies: Knowledge of relevant prescripts. Strategic capacity, leadership, legal, financial management, problem solving, analytical and communication skills. Programme and Project Management. People management, client orientation and customer focus. Proven extensive practical experience within a legal environment and theoretical knowledge of legal prescripts.
<u>ENQUIRIES</u>	:	Ms A Khan – Chief Director: Corporate Services Tel No: (033) 355 5666
<u>NOTE</u>	:	NB. Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.