

and coordinate with internal teams to ensure timely availability and seamless integration of budget information on the portal, Develop and maintain a budget data portal meeting international standard: Development of an online and active data portal containing budget and related information, Provide for business intelligence and basic data analysis tables, graphs, narratives available on latest budget data, Provide links between the data portal and other related information sites owned by stakeholders to the portal, Daily maintenance of the portal, Troubleshooting: Provide first-line support for technical issues raised by users and stakeholders, Stakeholder Engagements: Coordinate with government departments, civil society, and partners to align on budget data requirements, Facilitate workshops, training, and demonstrations on how to use and interpret Vulekamali data, Implement service delivery standards, Gather stakeholder feedback to inform portal improvements and policy reforms.

- ENQUIRIES** : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
- POST 04/118** : **ASSISTANT DIRECTOR: LEGAL ADMINISTRATION REF NO: S004/2026**
 Division: Office of The General-Counsel (O-GC)
 Purpose: To assist with the management and administration of trust deeds, bona vacantia assets, judgments, operational reports and labour relations.
- SALARY** : R468 459 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A grade 12 is required coupled with a minimum LLB degree or equivalent four-year Bachelor's Degree in Law (equivalent to NQF level 7). A minimum of 3 years' experience in a legal environment. Knowledge of Constitutional and Administrative law and relevant legislative framework. Drafting and research experience. Computer literacy.
- DUTIES** : Administer and manage bona vacantia applications and judgements received in terms of the State Liability Act: Accurately record all new bona vacantia applications and judgments received and ensure that all records are easily accessible. Assess and verify documentation submitted in support of judgements and draft and execute response letters to relevant departments and / or third parties. Assess and verify documentation received in respect of bona vacantia matters, including litigation, and draft and execute responses to relevant legal practitioner regarding it. Maintain and keep up to date the database of all bona vacantia matters and judgements for effective record keeping. Provide legal assistance with Labour Relations matters: Consult and liaise both internally and externally with stakeholders on labour matters. Assist with the execution of referrals and handling of labour matters by the State Attorney. Assist with the preparation process of Bargaining council and Labour Court matters. Provide custody of all relevant documents and pleadings received. Ensure that where external resources are utilised the scope and costs have been approved by the Chief Director and the resources are managed in line with the agreed quality, milestones, deadlines and budget. Draft briefing documents and legal pleadings, etc. Represent clients at appropriate Forums. Provide support to the Director and Deputy Director on labour relation matters. Provide legal advice: Analyse specific legal problems and assist in the development of legally sound and responsive solutions and strategies. Perform legal and/or factual research and investigations as specifically assigned, analyse data and recommend courses of action, as appropriate. Draft written or oral legal advice on legal matters relating to the National Treasury's mandate. Assist with responses to Public Protector, commissions of enquiry, oversight bodies, etc. Assist with the review of PAIA submissions for legal compliance. Compile operational reports: Populate and update legal services operational reports. Distribute reports for input and incorporate inputs for final approval prior to submission. Manage the operations, systems and processes of the Directorate: Implement service delivery standards. Maintain effective and efficient systems to address internal and external risks. Incorporate inputs on legal reports, correspondences and other documents emanating from the Chief Directorate.
- ENQUIRIES** : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za