

REQUIREMENTS : Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/Bachelor's degree/Bachelor Proc /Law/Advance Law degree NQF level 7. 3 years' relevant experience in legal research, legal drafting, legal practice and legislative drafting. Admission as an attorney/advocate will be an added advantage). Knowledge of the following legislation and prescripts: The Constitution, Public Service Act, Public Administration Management Act, Public Service Commission Act, The Promotion of Administrative Justice Act, Public Finance Management Act, Public Service Regulations, National Treasury Regulations, Supply Chain Management prescripts. Skills: Ability to conduct investigations in respect of personnel and public administration practices. Ability to analyse, interpret and apply legislation, information, policies. Ability to function independently or as part of a team. Ability to work under pressure. Well organized. Knowledge of project management principles. Strategic planning. Coordination. Financial and Human Resource management. Ability to analyse financial reports. Ability to analyse the procurement process in the Public Service. Good written and verbal communication with specific reference to: conducting interviews, making presentations, writing reports, submissions and memorandums. Computer literacy (Microsoft office Suite). Good proficiency in English and other languages. Research and analytical. Team player and interpersonal relations. Ability to communicate potential legal risks. Time management. Legislative drafting. Attention to detail and correctness. Multi tasked. Adaptive, enthusiastic and respectful. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. Must possess a valid driver's license (with exception to people with disabilities).

DUTIES : Conducting legal research. Draft legal opinions and provide legal support services. Provide legal administration support. Provide office support.

ENQUIRIES : Adv. S Makinde Tel No: (012) 352-1188

POST 04/132 : **STATE ADMINISTRATION OFFICER: LEGAL SUPPORT REF NO: SAO/LS/01/2026**

SALARY : R325 101 per annum (Level 07)
CENTRE : Public Service Commission House, Pretoria

REQUIREMENTS : Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma / Bachelor's degree in Social Sciences / Public Administration / Public Management and Human Resource Management. 1-2 years' relevant experience in Office Administration and Management. Knowledge of the public service regulatory framework and the application thereof. Skills: Telephone etiquette. Office etiquette. Research. Office Administration. Good stakeholder liaison. Interpersonal and communications (verbal and written). Planning, coordinating and organizing. Ability to work independently and efficiently under pressure. Approachable/friendly personality. Dedicated, loyal, reliable, honest and sense of responsibility. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. Advance computer literacy (Microsoft Office Suite). Must possess a valid driver's license (with exception to people with disabilities).

DUTIES : Render Administrative Support service to Directorate: Litigation and Legal Services. Provide Secretarial and Personal Assistance services to the Directorate: Litigation and Legal Services. Conduct research and coordinate information for the Directorate. General Support to the Public Service Commission.

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