



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Office of the Director-General

ASSISTANT DIRECTOR: LEGISLATION

Remuneration Package R376,596.00 per annum (Excl. benefits.)

Reference: (Ref. S123/2020)

Pretoria

The incumbent will be required to: Assist in legislative matters relating to fiscal, intergovernmental & financial sector policy.

Qualifications and experience requirements: A LLB degree • A minimum 2 years' experience obtained in a regulatory environment • Knowledge of constitutional, administrative law and the broader legal framework • Knowledge of the interpretation of statutes • Legal research skills

Key outputs are: Prepare draft primary legislation: Participate in policy processes considering changes to primary legislation or new primary legislation • Prepare first drafts of Bills or check draft Bills to ensure alignment in with best practices and consistency with the Constitution and other primary legislation • Prepare socio economic impact assessments for draft Bills • Prepare documentation for submitting draft Bills to Cabinet and Parliament. Provide support during the Executive and Parliamentary processes for draft Bills **Analyse draft primary legislation of other institutions relevant to NT's functions:** Comment and, assist in the co-ordination of comments, on draft legislation initiated by other national departments submitted to the National Treasury before Cabinet processes • Comment on draft legislation submitted to Cabinet Committees or Cabinet by other Ministers **Preparation of, and comment on, subordinate legal instruments:** Draft or edit subordinate legal instruments to be made by the Minister of • Assist with the preparation of documentation required for the promulgation of subordinate legal instruments • Comment and co-

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by the newly amended a fully completed Z83 (non-negotiable) comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be considered. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful.



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ordinate comments on subordinate legal instruments of other institutions relevant to National Treasury's functions
Review legislation administered by National Treasury: Audit National Treasury's legislation for technical quality, adherence to best practice and consistency with the Constitution and other primary legislation • Assess legislation administered by National Treasury against government policy objectives
Advice on interpretation of legislation: Advise on the interpretation of legislation administered by National Treasury and other legislation having a bearing on NT's functions
Stakeholder Engagement: Establish appropriate relationships within NT, relevant institutions under the auspices of the Minister of Finance and the Office of the Chief State Law Advisor and other Departments.

Applications may be sent via e-mail to Recruit.ODG@treasury.gov.za

Closing date: 12 March 2021 at 12:00pm

Please note: Applications must be submitted using the newly implemented Z83 form obtainable on the National Treasury website career page as well as the Department of Public Services and Administration vacancy page. Please note that should you not use the newly amended Z83 and complete it in full, the department reserves the rights to disqualify your application. We only accept applications sent via email to the mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.

Please also ensure that you read the full advert for guidance on how to send your applications.

For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Human Resources on 012 315 5100, follow the voice prompts and press number 2.

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