



national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE DIRECTOR-GENERAL

DEPUTY DIRECTOR: LITIGATION AND ADMINISTRATIVE LAW

Remuneration Package R733,257.00 per annum (All-Incl.)

Reference: (Ref. S096/2020)

Pretoria

The incumbent will be required to: Assist in managing litigation brought by, or against, the National Treasury and advice on the legal implications of administrative action taken by National Treasury, Public Entities and Agencies reporting to the Minister of Finance.

Qualifications and experience requirements: • LLB degree • A postgraduate qualification will be an added advantage • Admission as an Attorney with the Right of Appearance in the High Court • A minimum 4 years' post admission experience obtained in a legal environment with specific reference to litigation and administrative law • Knowledge of International, Constitutional and Administrative law and also interpretation of Statutes • Legal interpretation and drafting skills • Valid driver's license • Good communication skills (verbal and written) • Computer literacy • Client service orientated • Sound problem solving skills • Results driven.

Some key outputs include: • Consult and liaise with internal and external stakeholders on litigation matters • Obtain instructions and liaise with the State Attorney regarding court cases, draft letters of instruction to the State Attorney and compile relevant documents • Prepare documents for all court and other legal tribunals • Assess all claims and litigate, if necessary, related matters within the area of responsibility • Prepare legal pleadings and notices, etc. • Analyse specific legal problems and assist in the

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.



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

development of responsive solutions and strategies • Provide legal advice to clients • Scrutinise draft legal documents / pleadings / opinions • Perform legal and /or factual research and investigations as specifically assigned, analyse data and recommend courses of action • Establish relationships with external service providers • Respond to clients' queries and complaints and take corrective action if necessary.

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

Closing date: 12 March 2021 at 12:00 pm

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.

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.