

Accelerate your career in this progressive and dynamic environment, whilst contributing to the growth of our country.

OFFICE OF THE DIRECTOR GENERAL

Director: Litigation and Administrative Law

Salary: From R864 177 per annum (All-inclusive remuneration package) Ref. S186/2015 Pretoria

Purpose of the position: Manage litigation brought by, or against, the Minister of Finance and provide legal advice.

Requirements: A postgraduate Legal degree or equivalent qualification • At least 5 years' management experience in a legal environment with specific reference to litigation • Admission as an Attorney with right of appearance in the High Court • Knowledge of International, Constitutional and Administrative Law and also interpretation of Statutes • A valid driver's licence • Applied strategic capability • Research skills • Litigation skills. Legal interpretation and drafting skills • Strategic and analytical thinking • Financial management skills • People management skills • Investigation skills • Good communication skills (verbal and written) • Computer literacy.

Key outputs: Provide strategic direction in the handling of litigation • Consult and liaise both internally and externally with stakeholders on litigation matters • Handle all claims and litigation related matters within the area of responsibility • Provide custody of all relevant documents and journals including but not limited to summonses, instructions to attorneys, experts and trials • Ensure that an effective and efficient litigation process is followed • Develop and maintain litigation manual. Timeous and effective settlement of claims • Provide high quality, fit for purpose and timely advice. Draft requests for opinions and briefs to the State Attorneys and State Law Advisors • Prepare reports to senior management • Mentor junior staff.

Closing date: 23 November 2015 at 12:00. No late applications will be accepted.

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

Only applications accompanied by a completed Z83 form will be considered with a comprehensive CV and copy of the ID. Certified copies of qualifications will only be requested and accepted from shortlisted candidates.

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.

Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or e-mail: recruit.odg@treasury.gov.za

Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. 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 1 month of the closing date, please regard your application as unsuccessful.