

VACANCY

LEGAL ADVISOR

Reference: PPSA 04/08/2023

Location: Head Office, Pretoria

Remuneration: R458, 307.00 basic salary per annum plus benefits

Requirements:

LLB degree or an equivalent four - year law degree with a minimum of 3 years post qualification experience in the legal field and admission as an Attorney or Advocate • Experience in providing legal advice, drafting of legal opinions and negotiating, scrutinizing, drafting and editing legislation, legal documents and/or contracts Right appearance in the High Court will be an added advantage • Proven practical experience in Administrative Law, Public and Constitutional Law, Law of Contract, Procurement Laws, Policies and Prescripts, Labour Law, Disciplinary and Labour Relations matters, including dealing with CCMA and Labour Court cases, Civil Litigation in the High Court and the Magistrates' Court • Legal research •

Skills, Knowledge and Competencies Required:

Excellent Verbal and Written Communication skills. Dispute resolution skills. Legal Administrative, Report Writing and Records Management. Legislative Interpretation and Review. Hardworking, Independent, ability to work under pressure and manage tight deadlines. Ethical conduct. Client orientation and customer focus. Results-driven. Ability to research and write legal opinions and affidavits and give advice to internal and external stakeholders. Investigation and quality assurance skills are essential. Knowledge and understanding of Public Protector Act, PFMA and all relevant legislation and regulations that govern the Public Administration. Knowledge of Court processes. This position requires an individual who is professional, objective, neutral, and attentive to detail.

Key responsibilities and duties:

The incumbent shall report to the Manager: Legal Services • Assist with managing litigation by and against the PPSA • Provide legal administrative support, regular legal updates to the entire PPSA Branches to ensure compliance with legislation • Advice on the drafting, reviewing, vetting contracts, MOUs and agreements of the PPSA • Assist with reviewing, vetting and quality assuring investigation reports • Assist with reviewing and/or providing legal opinions and advise specifically relating to the investigations for which the PPSA is responsible and provide on-going support during investigations • Assist with reviewing of legislation applicable to PPSA • Provide input/recommendations based on research findings and draft legislation • Assist with the drafting of contracts and contract management • Assist with the drafting of court paper, legal research, and advice • Consultation with witnesses • Assist with managing the resolution of legal disputes which includes representing PPSA arbitrations and in a court of law in addition to liaising with outside appointed legal professionals • Assist with procuring Attorneys and Counsel, briefing and consulting with Attorneys and Counsel including the preparation of court documents • Substitute and / or represent the Manager: Legal Services whenever he/she is, for any reason, unavailable to perform the functions of the Legal Services Unit or where multiple services are simultaneously required from the Legal Services Unit.

Enquiries: Ms T Makhubele on (012) 366 7053

Note: All appointments will be done in terms of the Public Protector Act and a 12 month probation period which may be extended to 18 months will be applicable. The successful candidates will be expected to sign the secrecy declaration form and a performance agreement within 2 months of accepting the position.

All successful candidates will have to undergo security clearance and vetting.

The Public Protector South Africa reserves the right not to fill the vacancies.

Applications must be accompanied by a covering letter with a detailed CV, 3 contactable references, recently certified (within 6 months) copies of qualifications (matric certificates, certificates of qualifications), a valid Driver's License and ID document.

Applications not complying with the above will be disqualified.

Correspondences will be limited to the short-listed candidates. Should you not be contacted within 2 months, please consider your application to be unsuccessful.

The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability). Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representivity in the Institution.

Please direct your application, stating the relevant reference number as follows:

For the attention of **Ms T Makhubele** by email to Applications@pprotect.org

Please quote the position and reference number on the email subject line when applying.

CLOSING DATE: 18 AUGUST 2023



0800 11 20 40 / 012 366 7000



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SOUTH AFRICA

Accountability • Integrity • Responsiveness