V A C A N C Y

Manager: Legal Services

Reference: PPSA 15/01/2023
Location: Head Office, Pretoria
All-inclusive salary package: R939, 876.00 per annum (In line with OSD dispensation for legally qualified professionals)

Requirements

An LLB degree or a law degree with a minimum of 5 years post qualification experience of which at least 3 years should be at a supervisory level in the legal field • Admission as an Attorney or Advocate • 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, Court Rules and Criminal Procedure • Experience in providing legal advice, drafting of legal opinions and negotiating, scrutinizing, drafting and editing legislation, legal documents and/or contracts.

Competencies, Skills and Knowledge

• Knowledge and understanding of Public Protector Act, PFMA and all relevant legislation and regulations that govern the Public Administration • Financial management and budgeting • Investigation and quality assurance skills are essential • This position requires an individual who is professional, objective, neutral, and attentive to detail, an accomplished legal researcher who possess exceptional writing skills and analytical skills • Knowledge of administrative process and procedure with regard to the functioning of administrative bodies and organs of state • Strong communication skills • Dispute resolution skills • Client orientation and customer focus, Results-driven • An ability to manage tight deadlines • An ability to think independently and drive projects • Ability to research and write legal opinions and give advice to internal and external stakeholders • Ability to draft affidavits and legal documents • An ability to drive litigation and manage the legal process.

Key Responsibilities and Duties

Ensure and facilitate the drafting, reviewing, vetting, negotiation and management of contracts, MOUs and agreements of the PPSA • Reviewing, vetting and quality assure investigation reports • Ensure the provision of general legal support services and advice in compliance with applicable legislation • Review and/or provide legal opinions and advise specifically relating to the investigations for which the PPSA is responsible and provide on-going support during investigations • Provide input/recommendations based on research findings and draft legislation • Review of legislation applicable to the PPSA. Drafting of contracts and contract management • Drafting of court papers, legal research, providing legal opinions and advice • Consultation with witnesses • Procuring attorneys and counsel, briefing and consulting with attorneys and counsel • Supervision of staff • Assist with managing litigation on behalf of PPSA from inception, including the preparation of court documents and briefing of counsel • Manage administrative appeals and reviews • Represent the PPSA in various forums • Manage operational plans for the unit in line with the strategic plan of Public Protector South Africa.

Enquiries: Ms P Moota @ tel 012 366 7020

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, and 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 Moota by email to Applications@pprotect.org

CLOSING DATE: 03 FEBRUARY 2023 @ 16:30

PUBLIC PROTECTOR SOUTH AFRICA
Accountability • Integrity • Responsiveness