

**DEPARTMENT OF MILITARY VETERANS**  
**THE DEPARTMENT OF MILITARY VETERANS IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. IT IS OUR INTENTION TO PROMOTE REPRESENTATIVITY (RACE, GENDER AND DISABILITY) THROUGH THE FILLING OF THESE POSTS AND CANDIDATES WHOSE APPOINTMENT/PROMOTION/TRANSFER WILL PROMOTE REPRESENTATIVITY WILL RECEIVE PREFERENCE.**

**APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the **Department of Military Veterans, Private Bag X943, Pretoria, 0001** or hand deliverer at Department of Military Veterans corner **328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001**.

**FOR ATTENTION** : **The Director: Human Resource Management**

**CLOSING DATE** : 6 May at 15h30

**NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated) as well as copies of all qualification(s), Matric certificate and ID-document and Driver's license (where applicable). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of her/his Permanent Residence to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. For all Senior Management Services (SMS) posts, a Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG), is a requirement. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

**POST:** **DIRECTOR: LEGAL SERVICES REF NO: DMV2022/3-02**  
**SALARY** : R1, 073,187 - R1, 264,176 per annum (Level 13) (All inclusive)  
**CENTRE** : Pretoria

**REQUIREMENTS** Senior Certificate and a Bachelors Degree in law (LLB) or equivalent qualification. At least five (5) years' experience at middle management level as a Deputy Director executing legal related functions. Certificate for entry into the Senior Management Service. Knowledge in Legal processes and systems. Government wide policies. Ability to interpret and apply policies and legislation. Drafting of Legislation will be an added advantage. Skills: Report writing, research, presentation, analytical, motivational, decision making, facilitation and Project Management. Personal attributes: Interpersonal relations, Integrity, courteous, responsive, fairness, credibility, commitment and compassionate.

**DUTIES** Manage the provision of legal advisory services to the department. Manage the preparations and drafting of legal opinions. Manage the drafting and compilation of legal documents, i.e. tender documents, contracts, memoranda of understanding and agreements and give advice on interpretations and execution of powers. Ensure liaison and consultation with legal advisors and experts. Manage the production and drafting of legislation and accompanying memoranda. Manage responses to legally based queries and complaints of service providers, Military Veterans and the public. Manage the adjudication of

settlements in the case of persons who have entered into agreements with the Department. Provide direction with regard to case merits (e.g. debt recovery, summonses and applications). Handle the consultation process and instruction of State Attorneys. Manage the administration of lawsuits. Manage the representation of the employees of the department in criminal matters arising from the execution of their official duties. Manage the representation of the Department in litigation matters. Liaise with other government departments and stakeholders in relation to court cases and other legally related matters. Manage the briefing of external legal counsels for the purpose of providing the department with legal opinions and advice on complex and complicated legal questions and related matters. Monitor and advise on the litigation processes following legal action being instituted against or by the Department. Manage the investigations and handling of criminal and civil matters including declarations and resolutions of criminal matters. Manage the preparation of case files and liaison with State Attorneys / state law advisors on litigation and other related matters. Manage the investigation and advise on the strength of the department's case before defending or instituting action. Manage the directorate and its resources. Manage financial and human resources of the directorate and its assets.

**ENQUIRIES**

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Mr J.B. Olivier Tel No: (012) 765 9314