

NATIONAL DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

APPLICATIONS: The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.

FOR ATTENTION: Ms M Shitiba

NOTE: All short-listed candidates 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. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (if emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

POST : **SENIOR LEGAL ADMINISTRATION OFFICER – MR6**
(REF NO: NDOH 70/2025)

SALARY : R586 956 – R1 386 972 per annum, as per OSD.

CENTRE : Chief Directorate: Legal Services. Pretoria.

REQUIREMENTS : A Grade 12 certificate and NQF 7 qualification in LLB Degree or Four Year Legal qualification. At least eight (8) years' appropriate post qualification experience in litigation/advisory, legislative drafting, and contract vetting as well as legal research. Knowledge of Consumer Protection Act, 2008 (Act 68 of 2008), Constitution of Republic of South Africa, 1996 (Act 108 of 1996), Labour Relations Act, 1995, Promotion of Access to Information Act, 2000 (Act 2 of 2000), Promotion of Administrative Justice Act, 2000 (Act 3 of 2000), legal drafting and planning and development law. Good communication (verbal and written), interpersonal relations, problem solving, project management, creative legal thinking and computer (MS Office package) skills. Ability to work

independently and as part of a team. Willingness to travel across the country (provinces) as and when required. A valid driver's license.

DUTIES

: Management and coordination of litigation and internal appeals. Ensure that all litigation cases and/or matters are managed properly in order to reduce unnecessary costs to the department. Ensure that various internal appeal committees are timeously appointed in terms of the relevant legislation administered by the department and that appeals are properly managed. Draft and amend legal documents including but not limited to international agreements, contracts and service level agreements. Ensure that the agreements entered into by the department adequately protect its interests to reduce the risks of litigation. Provision of legal opinions to the department and ministry. Provide quality and timeous legal opinions that enhance service delivery by conducting research, analysing legal questions, interpreting relevant legislation and applying the relevant case law in the provision of legal opinions. Drafting and amending legislation (Bills) administered by the department in line with relevant instructions including the drafting, editing and amending of regulations in the department. Ensuring that the department's legislative process is finalized within relevant timeframes. Ensure that regulations are finalized within the specified agreed time frames. Management of risk and audit queries and resources.

ENQUIRIES

: Mr. LN Makhoshi Tel No: (012) 395 8470

CLOSING DATE

: 28 July 2025