

# SENIOR LEGAL ADMINISTRATION OFFICER AT DEPARTMENT OF HOME AFFAIRS

MR-6: LITIGATION REF NO: HRMC 3/18/5

SALARY : A basic salary of R420 909 to R1 023 054 per annum (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel).

CENTRE : Head Office, Pretoria Chief Directorate: Legal Services, Directorate: Litigation

REQUIREMENTS : An LLB Degree or a 4 year recognised qualification in the related field plus at least 8 years' experience in Litigation • Admission as an Attorney or Advocate will be an added advantage. Knowledge of the Constitution of the Republic of South Africa. Promotion of Access to information Act and Regulations, Administrative Justice Act and Regulations, Public Finance Management Act (PFMA) and Regulations, and all the legislations (both Acts and Regulations) administered by the Department. DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Providing verbal and written legal opinions on a variety of matters pertaining to the Department. Ensure a legal support service in general litigation matters, which including issuing instructions to the State Attorney. Inform and advice the Department on Court orders and monitor implementation thereof. Advise the Department on trends that could lead to litigation against the Department. Render professional legal representation in all litigation matters affecting the Department.

ENQUIRIES : Mr KS Mogotsi, Tel No: (012) 406 4262

APPLICATIONS : Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver's license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to-E-Mail: [Legalrecruitment@dha.gov.za](mailto:Legalrecruitment@dha.gov.za)