



the DSSL

Department: Safety, Security and Liaison
MPUMALANGA PROVINCIAL GOVERNMENT

DEPUTY DIRECTOR: LEGAL SERVICES

Salary: R406 839 per annum (all-inclusive package) (Level 11) (Ref. DSSL/DD/LS/2011)
HEAD OFFICE

Requirements: • BProc/LLB or equivalent qualification • 4 years' experience in carrying out or performing similar functions • Experience in the functioning of the Public Service • Sound knowledge of the Legislative framework applicable to the Public Service and the laws that are directly applicable to the functioning of the Department • Experience in contract and litigation management.

Key performance areas: • Report to the Director: Legal Services and supervise staff and their development • Assist and give input to the Directorate when preparing the Directorate's plan • Attend to litigation matters by and/or against the Department • Render legal advice to the MEC, HOD and the line function managers • Monitor compliance by the Department with prescripts and contracts and the implementation thereof • Draft contracts that the Department intends to be party to and provide input on any contract to be entered into by the Department • Provide input on draft departmental policies and advise accordingly.

DEPUTY DIRECTOR: PLANNING

Salary: R406 839 per annum (all-inclusive package) (Level 11) (Ref. DSSL/DD/P/2011)
HEAD OFFICE

Requirements: • An appropriate Bachelor's degree/diploma or equivalent in Planning and Project Management or Public Administration would be an added advantage • Good writing, editing and analytical skills • Ability to analyse policies and strategies and write good analytical reports • Project management skills • Ability to develop logical frameworks and other planning models • Good computer skills • Ability to develop and adhere to a work schedule • Understanding of Government policies (PFMA, MTEF) and its planning processes • Proven work experience in planning and monitoring • Good interpersonal skills • Sound understanding of the programmes, priorities and strategies of the Government • Ability to work to tight schedules and awkward hours • Willingness to travel extensively.

Key performance areas: • Conduct research related to strategic planning and formulate and review a clear Strategic Plan and Annual Performance Plan for the Department • Analyse relevant policies to inform planning processes of the Department • Quantify departmental plans and strategies • Prepare cluster priority and Makgotla reports • Make inputs to policy-making bodies and co-ordinate departmental policy development processes • Facilitate the development and implementation of the Service Delivery Improvement Plans and Service Delivery Agreements • Ensure alignment of the Department's monthly and quarterly reports with the APP • Compile non-financial data reports and submit to Treasury quarterly • Facilitate and foster partnership with the Provincial Department, District and Local Municipalities on the IDP process • Facilitate the integration of the departmental programmes and SAPS programmes • Provide support to the Senior Manager: Planning and Programme Management in the execution of his/her duties in terms of the PFMA and Treasury Regulations • Manage performance of the Sub-directorate.

The above candidates will be subjected to a competency assessment.

Enquiries: Mr F Nkuna, tel. (013) 766-4038 or Ms T Thobela (013) 766-4023

It is our intention to promote representivity (race, gender and disability).

All applications must be submitted on Form Z83, obtainable from any Public Service Department, and must be accompanied by detailed CV, together with certified copies of qualifications and ID. Applicants are requested to complete the Z83 form in full, even if a CV is attached.

Applications, quoting the relevant reference number, should be forwarded to: The Head: Human Resources Management and Development, Department of Safety, Security and Liaison, Private Bag X11269, Nelspruit 1200 or hand-delivered at: The Registry Office, Building 4, Second Floor, Government Complex.

No faxed or e-mailed applications will be considered.

Closing date: 10 June 2011 at 16:00

Note that applications will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please regard your application as unsuccessful.

