

Department of Communications and Digital Technologies

The Department is an equal opportunity organization and the intent is to promote equity through the filling of this post.

APPLICATIONS: Please forward your application via email to: recruit@dcdt.gov.za (Quoting the relevant reference number in the subject line).

NOTE: Applications must be submitted on a Z83 Form (2021 version), obtainable from the website of the Department of Public Service and Administration at www.dpsa.gov.za/dpsa2g/vacancies.asp and should **be accompanied by a recently updated comprehensive CV only. Only shortlisted candidates will be required to submit relevant documents on or before the day of the interview.** Applications received after the closing date will not be considered. Should you be in possession of a foreign qualification, and you are shortlisted for a position, you will be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA) indicating the NQF level of the qualification. **Failure to submit a fully completed Z83 and an updated CV will result in your application not being considered.** All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo a full security vetting, enter into an employment contract as well as sign a performance agreement. All applicants must declare any conflict or perceived conflict of interest and must disclose membership of Boards and directorships associated with. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV's submitted will be destroyed after a three (3) month period. The Department complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use the personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application is unsuccessful, the Department will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Department will safeguard the security and confidentiality of all information you shared during the recruitment process. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

CLOSING DATE: 23 December 2024

MANAGEMENT ECHELON

POST: SPECIAL ADVISER (LEGAL) TO THE MINISTER OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES (REF: SPEC ADV LEGAL)

NATURE OF APPOINTMENT: FIXED TERM CONTRACT LINKED TO THE TERM OF OFFICE OF THE MINISTER

SALARY: An all-inclusive package of R1 741 770 per annum

CENTRE: Pretoria, Hatfield

REQUIREMENTS: An undergraduate qualification in Law at NQF level 7 and a post graduate qualification in Law at NQF level 8 as recognised by the South African Qualifications Authority (SAQA). A master's degree in law (NQF level 9) will be an added advantage. At least 8-10 years' experience in a senior management position in a law environment and must be admitted as an Advocate / Attorney of the High Court. Completed courses related to Telecommunications, Administrative Law, Public Sector Law, Constitutional Law, ICT Law, as well as the successful completion of the Public Service Senior Management Leadership Programme (Nyukela) (which is submitted prior to appointment) as endorsed by the National School of Government available as an online course on www.thensg.gov.za. Knowledge of Governance, Public Sector Law, Government Policies and legislation. Knowledge of the following legislation will be an added advantage: Magistrates Court Act, Postal Services Act, Post and Telecommunication-related Matters Act, South African Post Office Act, South African Post Bank Act, Sentech Act, Promotion of Access to Information Act, Banks Act, RICA, IGR Act, Supreme Court Act, Promotion of Administrative Justice Act, Electronic Communications Act, Electronic

Communications Act, Electronic Communications and Transactions Act, Broadcasting Act, Independent Communications Authority of South Africa Act.

SKILLS AND COMPETENCIES: Excellent written and communication skills, ability to meet tight deadlines, problem solving skills, presentation skills, legal drafting skills, Interpersonal skills, advanced computer skills, Corporate governance skills, understanding of a policy environment, must be innovative, resourceful, assertive, creative and highly motivated.

DUTIES:

The successful candidate will: Provide legal advice (written and oral) to the Minister on legal matters affecting the Department and the ICT Sector. Ensure legally sound corporate governance and compliance for the SOCs, drafting legal documents. Advise the Minister on the development of policies that will promote the department's objectives.

ENQUIRIES:

MS TANIA BEUKES 082 477 9895