

VACANCY: ASSISTANT DIRECTOR: LEGAL SUPPORT, REF NO. CAS 07/2022

APPLY VIA THE FOLLOWING LINK:

<https://westerncapegov.erecruit.co/candidateapp/Jobs/View/WCG220505-6>



Closing Date	2022/06/06
Reference Number	WCG220
Tracking Number	CAS 07/2022
Job Title	Assistant Director: Legal Support, Ref No. CAS 07/2022
Department	Cultural Affairs and Sport
Salary level	R 382 245 per annum – Salary Level 9
Enquiries	Ms P. Meyer: penelope.meyer@westerncape.gov.za
Job Type	Permanent
Location	Cape Town, Western Cape, South Africa

Job Purpose

The Department of Cultural Affairs and Sport, Western Cape Government has an exciting opportunity for a suitably qualified and competent individual to provide legal support and advisory services to the public entity Heritage Western Cape. This post is based in Cape Town.

Minimum Requirements

An appropriate 4-year relevant post school qualification LLB with 2 years articles; A minimum of 2 years' experience in the legal environment.

Recommendation

Training in heritage related disciplines; A valid driving license (Code B or higher).

Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply.

Key Performance Areas

Conduct assessments of competency of local authorities with regards to the facilitation of devolution of powers and functions in terms of the National Heritage Resources Act (Act 25 of 1999) to capacitate local authorities; Provide legal support to Heritage Western Cape management, council, committees and staff; Conduct training and capacity building exercises and raise awareness; Financial Management; People Management.

Competencies

Applicable knowledge of Acts: PAJA AND PAIA, NHRA (25 OF 1999), South African Constitution; Knowledge of the following: Litigation process; Inter – Governmental relations; Project management; Skills: Communication (written and verbal); Report writing; Computer Literacy; Planning & Organising; Legal drafting. Abilities: Team Leadership; Applying technology.

Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

Only applications submitted online at:

www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted.

Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

www.westerncape.gov.za/cas

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