



dcstm

Department:  
Community Safety and Transport Management  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



## HUMAN RESOURCE MANAGEMENT

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### HEAD-HUNTING/ REFERRALS

#### DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT- NORTH-WEST PROVINCE

**NOTE:** In terms of the Department of Community Safety and Transport Management approved recruitment policy as well the Senior Management Service Handbook, which provides for the use of headhunting and for referrals as a method of sourcing suitably qualified candidates and to seek and identify suitable candidates for positions where extreme difficulty are experienced, during the normal recruitment and selection process, notice is hereby circulated to communicate information about the position of **Director: Legal Services** to qualifying candidates, acquaintances, NWPG employees and nationwide to identify and encourage candidates who meet the profile matching the advertisement below to submit their applications.

**APPLICATIONS:** All applications must be emailed to [CSTMrecruitment39@nwpg.gov.za](mailto:CSTMrecruitment39@nwpg.gov.za). All attachments must include Only Z83 Form and an Updated Curriculum Vitae in PDF Format and be emailed to the correct email address, as one document.

**COMPLIANCE NOTE:** Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Question related to conditions that prevent re-appointment under **Part F** on the Z83 is compulsory for candidates seeking re-employment into the Public Service. Candidates do not have to submit copies/proof/certificates/attachments/drivers licence/qualifications on application. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, [www.dpsa.gov.za](http://www.dpsa.gov.za)

Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Candidates requiring additional information regarding the post must direct their queries to the person reflected as enquiries below the post. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Candidates must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement.

**"Building a North West Province that works for All"**



All shortlisted candidates for the posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post. The successful candidate will be required to enter into an employment contract and a performance agreement. **Enquiries: PK Letebejana: Tel. nr. 018 200 8052**

**CLOSING DATE: 16/10/2026**

**POST : DIRECTOR – LEGAL SERVICES (NB: Headhunting/ Referral).**

**REF NO : 39/2026/27**

**DIRECTORATE : LEGAL SERVICES**

**SALARY : Remuneration package of R1 317 384.00 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.**

**CENTRE : HEAD OFFICE- MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate\* An LLB Degree (NQF level 7) as recognised by SAQA. Five (5) years' experience at middle/senior management level in Legal Services. Computer Literacy. A valid driver's license. **KNOWLEDGE:** Sound and in-depth knowledge of relevant prescripts, application of Human Resources prescripts as well as understanding of the legislative framework governing Public Service such as Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council resolutions. **SKILLS:** Negotiation skills, Planning and Organizing, Time Management, Policy Analysis and Development, Good Communication skills, Group Dynamics, Diversity Management, Facilitation skills, Coordination skills, Knowledge Management skills. **COMPETENCIES:** Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

**DUTIES:** Offer legal opinions and advice by advising MEC on appeals lodged against administrative decisions taken in terms of legislation guiding the department, studying and researching the case at hand to give an informed opinion, analysing and checking prospects of success, giving advice to proceed or not, liaising with experts on the relevant fields of law and advising on settlement to avoid unnecessary legal costs. Monitor Legal Contracts by scrutinizing agreements and comply with prescribed procedure for the conclusion of binding documents, identifying the intention of the contract and provide legal advice during conceptualization of the contract, conducting risk assessment to avoid unnecessary financial loss and litigation, consulting with staff and external parties involved in the contract, liaising with State Law Advisors on contracts and rendering regular workshops on contracts. Communicate with State Attorney on litigation matters involving the department by managing the investigation and compiling relevant documents to State Attorney, dealing with litigation on behalf of the department through the State Attorney, conducting research on case at hand to establish state liabilities, giving instructions to State Attorney during court proceedings, managing the investigation and compilation of evidence from Staff and Management, managing the cases referred to the State Attorney with regards to dates and ensuring court appearance by officials and avoid prescription, assisting State

Attorney to prepare briefs to advocates where necessary and verifying correctness of the invoices for payment of the State Attorney. Ensure that there is sound labour stability and by providing support to Legal Services directorate and Corporate Management Services. Management of the directorate budget in accordance with the financial management prescripts.

**Enq: Dr. MG Marindi, Tel: 018 200 8060**

**E-Mail address: [CSTMrecruitment39@nwpg.gov.za](mailto:CSTMrecruitment39@nwpg.gov.za)**