PROVINCIAL ADMINISTRATION: NORTHERN CAPE DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

APPLICATIONS FOR ATTENTION CLOSING DATE NOTE	:	All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs Private Bag X5005 Kimberley, 8300 OR Hand deliver at 9 Cecil Sussman Road, Larry Moleko Louw Building Kimberley. Ms. D. Boboko, Human Resources Tel No: 053 830 9461. 29 October 2021 The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: http://www.dpsa.gov.za/dpsa2g/vacancies.asp that should
		be accompanied by comprehensive CVs (previous experience must be expansively detailed) and copies of qualifications, service certificates to support senior management experience, driver's licence and proof of registration with professional bodies where applicable, identification document and permanent residency/work permit. The above mentioned copies need not be certified when applying for a post. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. Important: The pepartment is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is our
<u>POST 36/326</u>	:	DIRECTOR: MUNICIPAL DEVELOPMENT PLANNING REF NO: CG/17/10/2021 Branch: Co-operative Governance
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R1 057 326 per annum (Level 13), All-inclusive package Provincial Office (Kimberley) An appropriate Bachelor's Degree in Public Management/Administration/Development Studies or equivalent qualification (NQF level 7) as recognised by SAQA. A qualification in Town and Regional Planning will be an added advantage. A minimum of 5-10 years' experience at middle management. A thorough knowledge of town and regional planning including in SPLUMA, LUMS, the DDM, National and Provincial legislations governing development planning in Municipalities is a prerequisite. Good knowledge, experience and understanding of relevant Local Government frameworks, policies, legislation and regulations. Technical competencies: Policy development research monitoring evaluation and reporting Good

Policy development, research, monitoring, evaluation and reporting. Good financial and communication skills. Interpersonal relationship skills and ability to function as a team member. Effective organizing skills. Ability to work

collaboratively with a range of stakeholders in facilitating, enabling advisory or informative capacity. Planning skills. Decision making skills. Analytical skills. Problem solving skills. Negotiation skills. Influencing skills. Conflict management skills. Ability to adapt to changes in work environment. Core Competencies required are Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management.

Facilitate the alignment of IDP's with the PGDS and NSDP. Guide the IDP processes at municipal and provincial level. Support municipalities with the establishment of IDP structures. Monitor and evaluate municipal strategic planning. Facilitate sector involvement in IDP processes. Co-ordinate preparation and maintenance of the Provincial Spatial Development Framework. Facilitate and support MSDF process. Facilitate development and maintenance of municipal land use management systems and schemes. Process statutory planning and applications. Provide professional planning support to stakeholders. Coordinate the establishment of the DDM structures at district and municipal level, the development of the DDM One Plans and monitor the implementation of One Plans. Develop and maintain the GIS. Provide spatial development information. Support provincial responsibilities on municipal demarcation processes. Support establishment and maintenance of municipal development information systems. Monitor the functionality of District Disaster Management Centers. Oversee the coordination of Provincial Disaster Management Forum.

Adv. M. Manyeneng Tel No: (053) 830 9520 "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/. For more information regarding the course please visit the NSG website: https://www.thensg.gov.za. The selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments) Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 36/327

ENQUIRIES

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DUTIES

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SALARY	:
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REQUIREMENTS

DUTIES

R1 057 326 per annum (Level 13), All-inclusive package Provincial Office (Kimberley)

Branch: Co-operative Governance

DIRECTOR: PUBLIC PARTICIPATION REF NO: CG/18/10/2021

An appropriate Bachelor's Degree in Social Sciences/ Community Development / Public Management or Administration or equivalent gualification (NQF level 7) as recognised by SAQA. A minimum of 5-10 years' experience at middle management. A thorough knowledge of ward development plans, integrated development plans, community development programmes, community works programme, District Development Model, National and governing public participation in Municipalities is a prerequisite. Good knowledge, experience and understanding of relevant Local Government frameworks, policies, legislation and regulations is also required. Technical competencies: Policy development, research, monitoring, evaluation and reporting. Good financial and communication skills. Interpersonal relationship skills and ability to function as a team member. Effective organizing skills. Ability to work collaboratively with a range of stakeholders in facilitating, enabling advisory or informative capacity. Planning skills. Decision making skills. Analytical skills. Problem solving skills. Negotiation skills. Influencing skills. Conflict management skills. Ability to adapt to changes in work environment. Core competencies required are Strategic Capacity and Leadership. People Management and empowerment, Programme and Project Management, Financial Management and Change Management.

Manage and facilitate the implementation of the Community Development Works Programme. Monitor and evaluate the efficacy of Community Development Works practices in municipalities. Manage and facilitate the implementation of the Community Development Works master plan. Support and monitor the implementation of Imbizo programs. Monitor and support

<u>ENQUIRIES</u> NOTE	:::	municipalities when implementing the Community Development Works. Develop a strategic to maintain work opportunities on all districts. Ensure the establishment of local reference community in each participating municipality. Review and pre-approve site business plan for each district. Provide support to municipalities on gender based violence issues and assessments. Develop and implement strategies on gender based violence. Co-ordinate the interventions with sectors including civil society and Municipalities on planned Gender Based Violence activities. Monitor and evaluate matters pertaining to Gender Based Violence. Adv. M. Manyeneng Tel No: (053) 830 9520 "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/. For more information regarding the course please visit the NSG website: https://www.thensg.gov.za. The selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.
<u>POST 36/328</u>	:	DIRECTOR: LEGAL SERVICES REF NO: CS/19/10/2021 Branch: Corporate Services
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u> <u>DUTIES</u>	:	R1 057 326 per annum, (Level 13), All-inclusive remuneration package Provincial Office (Kimberley) An appropriate LLB Degree (NQF 7) as recognized by SAQA. 5-10 years' experience in Middle Management level in the legal environment. Admission as an Attorney or Advocate will be an added advantage. Knowledge of the South African legal system, legal practices and related spheres. Valid driver's license. SMS pre-entry certificate as offered by the National School of Government (NSG). Competency in contract and litigation processes and on drafting of legislation. Thorough knowledge of Constitutional, Administrative and Labour Law, Public Service Laws, Regulations and Policies. Knowledge of PFMA. Leadership, team member, analytical, interpretation and implementation skills. Computer literacy. The ability to work under pressure and willingness to work long hours. The incumbent will manage the Directorate: Legal Services and as such will be
		responsible for the following: Providing legal advice or legal opinions to the organisation. Executing instructions regarding legal matters. Drafting or amending legislation or regulations. Drafting and vetting of contracts; Drafting of Memorandum of Understanding and Service Level Agreement. Manage legal and investigation of losses. Conducting, coordinating and monitoring progress in respect of all matters pertaining to general litigation. Liaising with the State Attorneys and State Law Advisors on appropriate legal matters. Advising on Labour Relations matters. Advising on claims and any litigation matters against the organization. Ensuring Legal compliance with relevant prescripts (PAJA). Taking overall control and supervision of staff members within the Directorate. Managing the Directorate's budget and other resources.
<u>ENQUIRIES</u> <u>NOTE</u>	:	Ms. L. Brand Tel No: (053) 830 9550 "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/. For more information regarding the course please visit the NSG website: https://www.thensg.gov.za. The selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 36/329	:	DIRECTOR: HOUSING ADMINISTRATION REF NO: HS/20/10/2021
		Branch: Human Settlements
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R1 057 326 per annum (Level 13), All-inclusive package Provincial Office (Kimberley) An appropriate Bachelor's degree in Finance/ Cost and Management Accounting/ Internal Auditing or equivalent qualification (NQF 7) as recognized by SAQA and a Strong understanding of Human Settlement Development issues and business administration, plus extensive relevant experience of 5- 10 years, In addition the successful candidate should have extensive management experience, exceptional ability to innovative thought, vision, drive and strong leadership. Sound knowledge of the Public Management framework, Strategic Leadership, policy formulation implementation and monitoring as well as approve record of accomplishment of leading Change Management initiatives and applying innovative thinking. Knowledge of the Department's mandate and its relationship with National and Provincial, Business and other stakeholders. Knowledge of Government's human settlement policy and related programme. Proven high level of liaising, communication ability, and highly developed negotiations skills.
DUTIES	:	The successful candidate will, manage the provincial title deeds programme, acquisition of land and manage the human settlements inventory and housing fund. Manage the effective utilisation and reporting of human settlements development grant (HSDG) and Informal Settlements upgrading partnership grant (ISUPG), facilitate and manage the housing subsidy system and reporting. Manage and coordinate the housing registry and administration of the housing fund, Manage and facilitate the 30-day payment of received invoices, manage the housing subsidy system (HSS), report on HSDG and ISUPG expenditure, manage the performance of staff in the component. Coordinate and manage the transfer of properties to beneficiaries and acquisition of land, Assist to coordinate the utilisation, review, update and reporting on human settlement inventory. Manage, coordinate the implementation of the Extended Public Works Programme (EPWP) incentive grant.
ENQUIRIES NOTE	::	Mr. G.A. Booysen Tel No: (053) 830 9531 "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/. For more information regarding the course please visit the NSG website: https://www.thensg.gov.za. The selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.
		OTHER POSTS
<u>POST 36/330</u>	:	CHIEF REGIONAL AND TOWN PLANNER REF NO: HS/21/10/2021 Branch: Human Settlements
SALARY	:	Grade A: R898 569 – R1 027 419 per annum, (All-inclusive OSD Salary Package) (Offer will be based on proven years of experience)
<u>CENTRE</u> <u>REQUIREMENTS</u>	:	Provincial Office (Kimberley) An appropriate B-degree in Urban/Town and Regional Planning or relevant qualification, Six years post qualification in Town and Regional Planning experience required, relevant experience in various facets of town, regional and housing development. Valid driver's license. Compulsory registration with (SACPLAN) South African Council of Planners as a Professional Town and Regional Planner on appointment. Programmed and project management. T & R legal and operational compliance, T & R systems and principles. T & R Planning processes and procedures, Process knowledge and skills, Research and development Computer-aided applications ,Creating high performance culture Technical consulting, Professional judgment, Accountability, Strategic management and direction, Problem solving and analysis decision making,

Team leadership, Analytical skills, Creativity, Self-management, Financial management. Customer focus and responsiveness. Communication and listening skills, Computer skills Delegation and development of others, Planning, organizing and execution, Ability to manage conflict, Language proficiency, Knowledge management, Negotiation skills, Change management, Negotiation skills.

DUTIES Town and Regional Planning future forecasting: Manage and facilitate : township establishment process. Assess and facilitate formalisation of informal settlements. Evaluate town planning business plans. Manage human settlements projects within the region. Provide technical support to all the municipalities in order to facilitate housing service delivery. Estimates the future needs for housing, business and industrial sites, community facilities and open spaces in order to meet the needs of expansion and renewal. Lead and direct the projections for future needs in traffic and transportation to inform appropriate town and regional planning. Lead and manage the application of town and regional planning principles in land development. Provide technical assistance to professional teams on all aspects regarding town and regional planning projects, ensure adherence to legal issues and requirements involving community development and changes in housing and building codes; monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Compile guidelines and evaluate land use management schemes (LUMS). Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organizational needs and requirements. Manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental goals. Mr. G.A Booysen Tel No: (053) 830 9531 **ENQUIRIES** : DEPUTY DIRECTOR: DISASTER MANAGEMENT REF NO: CG/22/10/2021 POST 36/331 ÷

R869 007 per annum (Level 12), All-inclusive package

SALARY CENTRE REQUIREMENTS

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DUTIES

Branch: Co-operative Governance

Provincial Office (Kimberley) A National Diploma or Degree in Disaster Management, Development Studies/ Natural Sciences/ Environmental Management/ Public Administration and Management gualification or equivalent (NQF 7) as recognized by SAQA with 3 to 5 years' experience at a supervisory level within the disaster & risk management field. A post graduate qualification will be an added advantage. A driver's license is a pre-requisite and will be required to travel extensively. Ability to work under pressure. Computer Literacy. Planning and organizing. Coordination. Problem solving and decision making. Project Management. People Management and empowerment. Client orientation and customer focus. Team leadership. Diversity Management. Communication (verbal and written). Policy and legislation relevant to the disaster risk management function in South Africa and Internationally. Concept of disaster risk reduction. Project management methodologies. Provincial and Local Government environment. Core philosophy of disaster risk reduction and mainstreaming risk reduction into development initiatives. Intergovernmental Relations.

Supervise the execution of Disaster management policy between Province and district municipalities: Oversee co-operation with the national and provincial spheres; Ensure the functionality of disaster management centers in the Province. Manage Intergovernmental structures for disaster management in the Province; Manage the development and implementation of memoranda of understanding; Ensure effective Disaster Risk Assessment and Risk Reduction process in the Province; Generate Provincial Indicative Disaster Risk Profile; Monitor, updating and disseminating disaster risk information; Supervise disaster risk assessment quality controls; Manage Disaster management

ENQUIRIES	:	planning including development and review Disaster Management Framework and Disaster Management Plans in the Province; Ensure scoping and development of Disaster Risk Reduction Plans, projects as well as the inclusion of Disaster Risk Reduction efforts in other structures and projects; Ensure Integration of Disaster Risk Reduction with spatial development planning; Supervise the incorporation of Disaster Risk Reduction planning into integrated development planning; Supervise the implementation and monitoring of Disaster Risk Reduction programs initiatives; Manage pre-disaster response activities including early warning and dissemination of early warnings; Manage Disaster response activities including assessments, classification, declaration and review of a Disaster; Supervise Disaster impact assessments, revision and reporting; Ensure Integrated Disaster Response, Recovery and Rehabilitation operation; Provide advice to Municipalities, sectors and other stakeholders; Supervise Disaster Risk Reduction, Monitoring and Evaluation of Committees; Develop and implement policies, regulations and Standard Operating Procedure for disaster response for the Province; Manage staff performance; staff training and development. Mr. A. Mbolekwa Tel No: (053) 830 2843
<u>POST 36/332</u>	:	DEPUTY DIRECTOR: OPERATIONS AND MAINTENANCE REF NO: CG/23/10/2021 Branch: Co-operative Governance
SALARY CENTRE	:	R733 257 per annum (Level 11), All-inclusive package Provincial Office (Kimberley)
<u>REQUIREMENTS</u>	:	A National Diploma or Bachelor's degree qualification in Civil Engineering (NQF 7) as recognized by SAQA with an added 3 to 5 years supervisory experience relating to Infrastructure Maintenance. Understanding of strategic planning, Knowledge of the public sector legislative and regulatory framework pertaining to strategic leadership, Research skills, Good analytical skills, Networking and Interpersonal skills, Conflict resolution skills, Complex report writing skills, Project management skills, Presentation and facilitation skills, People management, Negotiation skills, Communication skills, Computer and diversity skills. Must be registered with Engineering Council of South Africa.
DUTIES	:	Plans, organizes, maintains and manages the operations and reliability of municipalities facilities and infrastructure systems. Facilitate the needs analysis for operations and maintenance of infrastructure. Provide advice on options for operation and maintenance of infrastructure. Supervises administrative services skilled and technical / support staff. Provide support to municipalities with the development of operations and maintenance plans. Monitoring spending on project and cost account basis. Recommend and implement corrective spending plans. Facilitate agreements with external service provider. Monitoring and evaluation of programs. Monitor and oversee the work of external contractors to ensure terms of agreements are met and work is completed satisfactory. Evaluate and monitor compliance of municipal infrastructure in accordance with sector norms and standards. Analyze the Operations and Maintenance learning opportunities emanating from operations and maintenance practices in municipalities. Report on municipal budget and expenditure on operations and maintenance. Arrange learning sessions for departmental and municipal operations and maintenance staff focused on best practice in the industry.
ENQUIRIES	:	Ms. M. Booysen Tel No: (053) 830 2855
<u>POST 36/333</u>	:	MANAGER: ANTHROPOLOGY REF NO: TA/24/10/2021 Branch: Traditional Affairs
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R733 257 per annum (Level 11), All-inclusive package Provincial Office (Kimberley) A National Diploma / Bachelor's Degree in Anthropology or related field or equivalent tertiary qualification (NQF 7) as recognized by SAQA with 3 to 5 years practical anthropological research experience at supervisory level. A Valid driver's license is a prerequisite. Good understanding of traditional leadership structures, Knowledge of traditional leadership categories; Ability to conduct structured research; Ability to update genealogies; Knowledge of traditional leadership protocol and processes; Ability to write research reports; Ability to manage information and keep records. Communication skills (written

<u>DUTIES</u>	:	and verbal), Interpersonal skills, Research skills, Negotiation skills, Presentation skills, Computer skills. Identify and undertake new research topics concerning anthropological and genealogical services; to keep and maintain an information database; Gather research regarding traditional leadership institutions. To deal with traditional leadership disputes, claims and successions. Deal with ad hoc requests for advice and information on traditional leadership institutions. Attend to new institutional developments and needs. Liaise with Royal councils on disputes, claims and successions. Update genealogies of all traditional leaders. Deal
ENQUIRIES	:	with legal matters regarding traditional leadership disputes. Ms. M. van den Berg Tel No: (053) 807 2138
<u>POST 36/334</u>	:	MANAGER: HUMAN SETTLEMENTS REF NO: HS/SPR/25/10/2021 Branch: Human Settlements
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R733 257 per annum (Level 11), All-inclusive package Namakwa Regional Office (Springbok) An appropriate Tertiary Qualification (NQF level 7) as recognized by SAQA (e.g. National Diploma T/N/S/) stream, Degree in the Build Environment and 3- 5 years relevant experience in Management and Project Management and Build Environment. Trade test in terms of section 13(2) of the Manpower Training Act certificate in terms of section 28 or 30 (or the repealed section27 of the said act). A Valid driver's license is a prerequisite. Knowledge of Change Management, Knowledge Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focused, Communication (verbal & written). Project Planning and Management, Strategic Planning and Organization, Financial Management, Interpretation of House Plans, Knowledge of the Policies and Regulations on NHBPC HSS BNC NBP AND PEMA
	:	NHBRC, HSS, BNG, NBR AND PFMA. The successful candidate will be responsible for managing and administering human settlements programmes and subsidy applications. Manage human settlements project implementation, technical and professional services towards promoting the quality of houses as per signed SLA's/contracts. Implement community empowerment programmes and assist municipalities on matters related to accreditation. Monitor and report on construction of housing progress i.t.o the specifications and contractual deliverables.
ENQUIRIES	:	Ms. M. Simboyia Tel No: (027) 712 2891/2
<u>POST 36/335</u>	•	MR4 LEGAL ADMIN OFFICER GR4 REF NO: LS/26/10/2021 Brach: Legal Services
SALARY	:	MR4 GR4: R310 566 – R351 795 per annum, (All-inclusive OSD Salary Package) (Offer will be based on proven years of experience)
<u>CENTRE</u> <u>REQUIREMENTS</u> <u>DUTIES</u>	:	Provincial Office (Kimberley) An appropriate LLB Degree with 3-5 year's legal experience. Verifiable skills in the drafting of legislation, with at least three years' experience of such work. Knowledge of the Public Service and of applicable legislation, including the Constitution of the Republic of South Africa, 1996, the PFMA, the PAIA, the PAJA, the POPI, and the Treasury Regulations. Knowledge of civil procedure. Good contract management skills. Good legal administration skills. Good problem-solving skills. Good presentation skills. Excellent communication skills (verbal and written) in, especially English. Strong analytical skills. Skills in the interpretation of statutes and in conducting research. Above-average computer literacy. Willingness to work irregular hours including willingness to travel. The incumbent will be responsible to draft and/or amend legislation that is
<u>ENQUIRIES</u>	:	administered by the Department and pilot such legislation through Parliament; Comment on draft legislation of other departments when so requested; Provide legal advice, guidance and opinions on legal matters to the Minister, Senior Management and the rest of the Department; Provide legislative support to local municipalities in the province; Monitor, coordinate and evaluate the effective implementation of legislation; Assist project managers with legal support with regard to contracts; Ensure compliance with PAIA, PAJA and POPI; provide legal education to departmental officials and carry out any relevant duties as instructed. Mr. T. Mashilo Tel No: (053) 830 9539