

# INFORMATION REGULATOR SOUTH AFRICA



## LEGAL SECRETARY (3 MONTHS CONTRACT)

REFERENCE: 01/2017/IR

CENTRE: PRETORIA

**SALARY:** R281 418 + 37% = R385 542 in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:** A B Degree or equivalent qualification; At least 5 years legal secretary experience; Fluent in both English and Afrikaans; Knowledge of Public Finance Management Act (PFMA); The Protection of Personal Information Act (POPIA); and The Promotion of Access to Information Act (PAIA) will be an advantage;

**SKILLS AND COMPETENCIES:** Sound professional judgment, Exceptional Interpersonal and communication skills, Diplomacy, Excellent writing skills, Conflict resolution, High tolerance for dealing with difficult stakeholders, good presentation skills and public speaking, attention to detail, innovative impeccable team leadership and building capability. Special Condition: Technical assessment, Competency assessment, Security clearance, Reference checks and Qualifications vetting

**DUTIES AND RESPONSIBILITIES:** Organising spreadsheet; Maintain electronic database, regulation; Fluent in both English and Afrikaans (speak and write); Standard secretarial duties; Administer the Regulator's website; Manage telephone queries with regards to the comments on the Regulations; Serves as liaison between the Regulator and the public; Knowledge of the techniques of receiving callers, making appointments, giving information and explaining instructions & guidelines; Organising and maintaining of filing system related to work; Knowledge of legal terminology, content, organisation and format of legal document and correspondence.

**ENQUIRIES:** Ms M. Mphelo: (012) 406 4818

**APPLICATIONS:** Quoting the relevant reference number, direct your CV and application Form Z83 to: **Postal address:** The Information Regulator, Private Bag X 81, Pretoria, 0001. **OR Physical address:** Application Box, Reception, SALU Building, 316 Thabo Sehume Street, Pretoria.

**CLOSING DATE: 16 November 2017**

**NOTE:** The Information Regulator (Regulator) is a newly establish statutory body responsible for the managing of the protection and access of personal information. The Regulator is establish in terms of the Protection of Personal Information Act Number 4 of 2013 (POPIA), furthermore the Regulator is also the governing institution for the Promotion of Access to Information Act (PAIA). The The Protection of Personal Information Act (POPIA) empowers the Information Regulator (Regulator) to make Regulations. Before making Regulations, the Regulator is required to publish a notice in the Gazette inviting written comments to be submitted on the proposed Regulations within a specified period. The Regulator seeks to employ a legal secretary for a period of three (3) months to receive and process comments on the draft Regulations. Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Regulator. If you do not hear from us within 1 month of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

*Ensuring protection of your personal information and effective access to information*



**INFORMATION  
REGULATOR  
(SOUTH AFRICA)**

