

INFORMATION REGULATOR SOUTH AFRICA



POST: LEGAL SECRETARY
(12 MONTHS CONTRACT, RENEWABLE)
REFERENCE: 05/2018/IR
CENTRE: PRETORIA (SALU BUILDING)

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

REQUIREMENTS: A Diploma or equivalent qualification; At least 3 years proven legal secretary experience; Fluent in both English, Afrikaans and two other official South African languages; Knowledge of Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA) will be an advantage; Ability to open and manage complaint files; Knowledge of the Constitution and legal terminology; Working knowledge of MS Office and ability to work with legal technology (dictaphone, transcription software etc); Outstanding time-management and typing skills; Ability to multitask and being comfortable dealing with a diverse number of people Knowledge of Protection of Personal Information Act (POPIA) and 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, telephone etiquette. Special Condition: Typing assessment will be conducted. Reference checks and Qualifications vetting will be conducted on a successful candidate.

DUTIES AND RESPONSIBILITIES: Provide administrative support to the Head: Legal and Compliance; Perform initial screening of complaints and calls; Maintain and update records of files, regulations and other documents; Effective communication with stakeholders; Provide secretarial services to identified engagements of the Information Regulator; Answer phone calls, take notes/messages and re-direct calls when appropriate; Maintain and update inventories of contact details of all

stakeholders; facilitate meeting deadlines by keeping multiple agendas and provide timely reminders; Knowledge of legal terminology, content, organisation, format of legal document and correspondence; and Carry out any other delegated functions related to the work of the Information Regulator.

ENQUIRIES: Mr G Ramoroka (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: 02 March 2018

NOTE: The Information Regulator (Regulator) is a newly established statutory body responsible for the managing of the protection and access of personal information. The Regulator is established 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 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



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