



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE

DEPARTMENT	:	CORPORATE SERVICES
POSITION	:	MANAGER LEGAL SERVICES & COMPLIANCE X 01
NATURE OF APPOINTMENT	:	PERMANENT
TASK GRADE	:	16
SALARY NOTCH	:	R 627 654.55
SALARY SCALE	:	R 627 654.55-R 814 747.45
REF. NUMBER	:	KZ293CORP003

MINIMUM REQUIREMENTS

The incumbent must have Matric Certificate and LLB Degree or relevant equivalent Law/ Legal Qualification, plus a minimum of four (4) years working experience in the field of law at a supervisory level. Admission as an Attorney. Valid driver's license minimum code B.

KNOWLEDGE, SKILLS & COMPETENCY

- Effective communication skills (oral and written), research and writing skills.
- Knowledge of local government related legislations, regulations, and policies.
- Computer Literacy (MS Word, Excel, PowerPoint)
- Ability to prioritize multiple tasks.
- Ability to communicate at all levels.
- Strong management and leadership skills,
- Deadline driven and able to deliver high quality work under pressure. Ability to work in a team environment.

KEY RESPONSIBILITIES

- Comment on reports and recommendations to Council
- Drafting, amendment and/or repeal of Council's Bylaws
- Drafting, editing and perusing of contracts and other legal documents of Council and ensure compliance with legislation
- Attend Council and Committee meetings and give legal advice or to obtain input on matter for further processing to ensure that Council takes well informed and valid decisions Consider research and comments on matters with a legal impact.
- Give legal written or verbal legal advice and support to Council, Speaker, Executive Mayor, Portfolio Chairpersons, Council Committees, Municipal Manager and other co-officials on all matters which may have legal implication.
- Constantly peruse Government and Provincial Gazettes for new or amended legislation and update the legal library.
- Prepare summaries on latest relevant court judgements and maintain a proper record thereof



Liaise with public and other officials, attorneys and advocates on various legal issues and possible litigation when the Manager Legal Services is not available or when so instructed
Assist in the periodic amendment of the Delegation Register

- Assist the debtors section in the Finance Directorate with all matter relating to debt collection and credit control

BENEFITS

13th Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy, car allowance and cellphone allowance.

CLOSING DATE: 18 AUGUST @ 16h00

If you meet the requirements submit the application on a form obtainable on request or www.ndwedwe.gov.za accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be hand delivered to **HR Office No 06** or forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality Private Bag x 503, Ndwedwe 4342, Attention to: Mrs. MG Mthembu- Manager Human Resources.**

Enquiries are to be directed to **Manager: Human Resource** on this telephone number (032) 532 5000

Faxed, e-mailed, Z83 form late applications will not be considered.

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action.

APPROVED BY:



MR. SDG KHUZWAYO
MUNICIPAL MANAGER



DATE