

MANAGER: LEGAL AND ADMINISTRATION



EXTERNAL ADVERT

Re-advertisement

Department: Corporate Services

Position: Manager Legal & Administration

Salary: R717 908 (Total cost to the employer which includes benefits i.e. travelling allowance, housing allowance, medical aid, 13th Cheque bonus and pension fund)

Post Level: 01

The incumbent will report directly to the Director: Corporate Services

Minimum Requirements: A relevant three year Tertiary qualification preferable a B-Degree in law(LLB), Admission as an Attorney will be advantageous ,8 years of more relevant legal experience which includes post admission and managerial experience is required, Computer Literacy MS Office, Valid driver's license and no criminal record.

Core Professional Competencies: Strategic leadership and management, Strategic financial management, Good governance and ethics and values, A high level of written and verbal communication skills, A high level of emotional intelligence, Proven ability to communicate and negotiate in all spheres and levels of government, Ability to meet deadlines, Ability to work under pressure, Proven ability to provide strategic and innovative leadership, Strategic thinking and analysis, Ethics and Professionalism, Research and analysis and Organizational Awareness.

Key Performance Areas: Provide legal advice to the Council on a day to day basis. Draft contracts for Council, Analyse Council policies to be in line with legislation, Develop and review by-laws, Attend to litigation matters and negotiate on behalf of Council, Analyse and advise on interpretation of government legislations, Advise on disciplinary matters and where necessary conduct disciplinary proceedings on behalf of Council, Attend SALGBC /CCMA proceedings to defend Council, Serve as a Disciplinary Board member, Responsible for Contract Management, Render support by advising and overseeing all matters of procedure relating to minutes and resolutions of Council, Mayoral Committee and Council Committees ,Manage and control various line function within the department such as Administration, Legal Services, Records and ICT and provide support to Political Office Bearers.

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TE: Qualification and background checks will be conducted on all short-listed candidates. The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interest.

Dipaleseng Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply

Interested persons meeting the above-mentioned requirements are requested to complete Annexure B application form for employment that is accessible on our website www.dipaleseng.gov.za together with a detailed CV and certified copies of qualifications for the attention of the Municipal Manager, Private Bag X1005, Balfour, 2410 or hand deliver applications at Dipaleseng Local Municipality, Corner Johnny Mokoena and Themba Shozi Street, Balfour, 2410 **on or before 15 December 2022**. No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Human resources, Mr. Thulani Mahlangu at 017 004 0027 / 0136.

Applicants who have applied previously are also encouraged to re-apply.

Applicants who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment.



**MR. L. CINDI
MUNICIPAL MANAGER**

DATE: 28/11/2022