

DIPALESENG LOCAL MUNICIPALITY



INTERNAL/EXTERNAL ADVERTISEMENT

Department: Corporate services

Position: Manager Legal and Administration

Salary: R442 662.00 basic salary (**R728 725.94** 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

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.

NOTE: 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.

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Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualifications for the attention of Acting Director Corporate Services, hand deliver applications in the Application box at Dipaleseng Local Municipality Offices at Corner Johnny Mokoena and Themba Shoji Street, Balfour, 2410, on or **before 06 October 2023**. **NB:** No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Human Resources, Thulani Mahlangu on 017 004 0027.

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.

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.



MR. L. CINDI
MUNICIPAL MANAGER

18/09/2023