



HARRY GWALA DISTRICT MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

DIRECTOR: LEGAL SERVICES

**Salary Grade: (E2) R683 492.66 - R743 695.46 p.a.
(Plus applicable benefits) • Ref No. MM J 5/5/4/2/1**

Requirements: • Grade 12/Matric • 4 years' qualification (NQF Level 7) in LLB with admission as a qualified attorney • 5 years' experience in the legal sector • 3 years' experience in a Local Government environment • Good knowledge of municipal related legislation • Computer literacy • A valid motor vehicle driver's license.

Key performance areas: • Provide legal services within the municipality including advising the Municipal Manager and Heads of Departments • Review and draft contracts, agreements, internal policies and by-laws and ensure that they are in compliance with all statutory or legal requirements • Continuously monitor compliance with statutory or legal requirements and advise accordingly • Prepare legal documentation in order to ensure that the Legal Services Strategy adequately addresses the legal needs of the Municipality, local and the broader community • Formulate legal opinions and recommend guidelines to resolve issues, e.g. drafting agreements, contracts, undertaking and liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action are taken • Provide legal protection and risk management advice to Management especially on contract management • Review all contracts or any other documentation where the Municipality committed itself and assess legal implications that need to be brought to Management's attention • Negotiate, review and draft documentation for transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time • Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to all employees • Give advice to the Municipality in all its disciplinary cases that are in the South African Local Government Bargaining Council • Keep abreast of all legislative changes and National Government requirements with respect to access to legal information and formulating methodologies/policies dictating procedural applications for consideration and approval • Provide legal advice/opinions to Council on the exercise of powers and functions • Inform Council of new legislation and updates on existing legislation and Case Law • Investigate alleged transgressions by employees and/or prosecuting in disciplinary enquires on behalf of Council • Advise and represent Council in all legal matters • Attend to legal matters as may be required.

Enquires should be directed to: Human Resources Unit on tel: (039) 834 8756/5504/8752. No faxed or e-mailed applications will be accepted.

Applications must be submitted with an application Form that can be found on the Harry Gwala District Municipality website www.harrygwalam.gov.za accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications, certified copy of an Identity Document and driver's license, must be addressed to the Municipal Manager for Attention: Miss N Lungwengwe Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag x 501, IXOPO, 3276 or can be hand delivered to 40 Main Street, IXOPO, 3276, to reach us no later than 15H00, 12 February 2021.

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: Canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy. Applications that are submitted without the Harry Gwala District Municipality form will not be considered.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates were identified.

MRS A.N. DLAMINI: MUNICIPAL MANAGER