



# HARRY GWALA DISTRICT MUNICIPALITY

## SOCIAL SERVICES AND DEVELOPMENT PLANNING DEPARTMENT

### SENIOR MANAGER: SOCIAL SERVICES

- Salary Grade: R816 938.06 - R1 060 447.94 p.a. (T17)
- (plus applicable benefits) • REF NO: SS J 5/5/4/2/1

**Job requirements:** • Grade 12 Matric • B. Tech NQF Level 7 and above in Environmental Health/Town and Regional Planning/Disaster Management or relevant qualifications • Must be registered with a professional body and is up to date • Minimum of five (5) years' and above of experience in management in the local government sphere • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

**Key performance areas:** • Develop and implement social service programs that meet the needs of the community, ensuring alignment with organizational goals and objectives • Manage program budgets, allocate resources effectively, and ensure financial sustainability • Communicate with the immediate Superior on specific Key Performance Areas related to environmental health and disaster management with a view to aligning functions and objectives • Monitor and evaluate program effectiveness, analyze data, and identify areas for improvement • Provide advice/opinions to the Executive Director on the communication process, through the analysis and evaluation of attitudes and needs of the community/public on disaster prevention and mitigation, and environmental health issues • Analyze the effectiveness of the functionality and immediate goals detailed in the Council's Integrated Development Plan in respect of environmental health and disaster management • Present a conceptual framework of current and future interventions necessary to support core service delivery areas with accurate information and records of work in progress and/or projects including environmental health and disaster management assignments • Analyze the impact of environmentally healthy services rendered towards creation of a health environment for all sectors of the community • Ensure that environmental health Services is implemented as the National Environmental Health Norms and Standards and in line with all applicable legislation.

## OFFICE OF THE MUNICIPAL MANAGER

### SENIOR MANAGER: LEGAL SERVICES

- Salary Grade: R675 757.37 - R877 172.93 p.a. (T16)
- (Plus applicable benefits) • REF NO: MM J 5/5/4/2/1

**Job requirements:** • Grade 12/Matric • Four (4) years' qualification (NQF Level 7) in LLB with admission as a qualified attorney • Five (5) years' experience in the legal sector • Three (3) years' experience in a Local Government environment • Good knowledge of municipal related legislation • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

**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 advise 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 formulation 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.

**Enquiries should be directed to:** Human Resources Unit, on tel: (039) 834 8756/5504/8752/.

**NO FAXED APPLICATIONS WILL BE ACCEPTED.**

Applications must be submitted with a signed Application Form which can be found on our website [www.harrygwalamunicipality.gov.za](http://www.harrygwalamunicipality.gov.za) accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity document and driver's licence must be addressed to: **The Municipal Manager for attention: Mrs T.T Thiyane-Magaqa, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276, or can be hand delivered/courier to 40 Main Street, IXOPO, 3276, or e-mailed to: [recruitment@harrygwalamunicipality.gov.za](mailto:recruitment@harrygwalamunicipality.gov.za) to reach us no later than 15h00, 01 August 2025.**

**NB:** When applications are being submitted via e-mail address provided, applicants are requested to insert the post title on the subject line.

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:** proof of canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

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

**NB:** Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

**MR G.M. SINEKE: MUNICIPAL MANAGER**