
MANAGER: LEGAL SERVICES – TASK GRADE 14
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER



External Advert

AMAJUBA DISTRICT MUNICIPALITY

Amajuba District Municipality is an equal opportunity, affirmative action employer and also encourages applications from disabled persons.

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Minimum Requirements:

Matric and Appropriate B Degree in Law or LLB degree or NQL Level 7 equivalent qualification and admission as an attorney will serve as an advantage. Relevant experience of 4 years.

Summary of duties:

- Manage the execution of litigation, by-laws, and contract management and valuation services in the Municipality. Provide general legal and administrative direction in the unit.
- Provide legal comments on items that have to be submitted to Council, Mayoral Committee and Portfolio Committees
- Prepare legal reports to Council, Mayoral Committee and Portfolio Committee
- Provide legal advice to the Municipal Manager, Directors, Mayor and Council
- Interact with external legal advisors of Council with regard to litigation and any legal matter
- Analyse all legal documents and information given by the legal advisor on the implications and make recommendations
- Give guidance, legal opinions and advice to Directorates with regard to legal aspects
- Make sure that legal documents are attended to timeously e.g. summons and affidavits
- Draft the charges to be levelled to the employee and distribute to employee with date of the hearing
- Summarise the case and outline grievances
- Listen to parties, give a finding of guilty or not guilty and document findings
- Prosecute on behalf of the Municipality in terms of misconduct
- Appear in front of the chairperson to present the case of the Municipality during appeals or conciliation and arbitration
- Review, peruse or comment on the chairperson ruling and decide whether to appeal or not
- Represent the Council in all CCMA and Bargaining Council matters
- Manage the drafting of the by-laws and amendments to legislation and delegated legislation
- Review the benchmarking results looking at the policies of other Municipalities and provide legal opinions to directorates.

Remuneration: R 36 953,54 per month

Applications consisting of a comprehensive CV, covering letter together with certified copies of matric certificate, tertiary qualifications and ID must reach HR Section no later than **12h00 on 26 May 2023**. Enquiries may be directed to HR Section: 034-3297200 during office hours. Facsimile, email or late applications will **not** be accepted. Only short-listed applicants will be contacted and subjected to the vetting process. If you are not

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contacted three months after the closing date, your application would have been unsuccessful. Applications **MUST** be addressed to Acting the Municipal Manager on:

Physical Address:
Amajuba District Municipality
B9356 Amajuba Building
Section1
Madadeni, 2952

Postal Address:
Amajuba District Municipality
Private Bag X6615
Newcastle
2940

PM MANQELE
ACTING MUNICIPAL MANAGER