

ELIAS MOTSOALEDI LOCAL MUNICIPALITY



Phone: (013) 262 3056/7/8/9
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P O BOX 48
Groblersdal, 0470
Cnr 2nd Avenue
Grobler and Barlow Street

Elias Motsoaledi Local Municipality with its seat in Groblersdal, Limpopo Province is committed to the achievement, maintenance and equity in employment, especially with respect of race, gender and disability. Suitably qualified candidates are hereby invited to apply for the posts as indicated below.

INTERNAL/EXTERNAL

LEGAL OFFICER

DEPARTMENT: MUNICIPAL MANAGER OFFICER
EMUNERATION: R 296 208 pa (Excluding Employment Benefits and Allowances where Applicable)
DURATION: PERMANENT

MINIMUM REQUIREMENTS: Law degree (LLB), driver's license, Computer literacy, two (2) years' experience in the relevant filed, experience working in government and /or corporate sector will be an added advantage, excellent analytical skills, and interpretation of statutes, ability to act within strict policy guidelines and meet deadlines, and proof of mentorship with relevant legal authority.

RESPONSIBILITIES/KPA: Assist the legal advisor in the provision of sound legal advice and opinions on all matters of the municipality, where required, Co-ordinate matters under litigation for the municipality, attend and investigate claims, instituted by and against the council, interpret advice and comment on new legislation and monitor implementation, draft, review and updated by-Laws in all areas regulated by the Municipality. Draft service level agreements and review the agreements in the line with the National Treasury's SCM guidelines. Facilitate compliance with court orders, collective agreements, and national and provincial government directives. Provide advice and support to council and its committees.

PLEASE NOTE: application for the post must be submitted on an official application form, obtainable from the Human Resources Manager/ downloadable from www.eliasmotsaledi.gov.za/vacancies.htm, and must be accompanied by detailed curriculum vitae, accompanied by recently (not older than 3 months valid) certified copies of qualifications with covering letter indicating the post applied for in well-marked envelope. And must be submitted to the attention of the Municipal Manager, PO Box 48, Groblersdal 0470 or hand delivered and put in the marked Box for Vacancies at 2nd Grobler Avenue, Groblersdal 0470. Further information can be obtained from: **L.M. Matini (HRM)** during working hours at Tel: (013) 262 3056/7/8/9. Shortlisted candidates will be subjected to information/ qualifications verification process. Successful candidate will be required to disclose his/her financial interests.

NB: If no response is received within a month (30 Days) after the closing date of the advert, please consider your application as unsuccessful. Failure to submit all required documents and recently certified certificates will render the application invalid. Candidate who canvasses any councillor or official for preference will be disqualified from the selection process or from appointment. All candidates shall be subjected to vetting before confirmation of permanent appointment. The Municipality reserves the right to appoint or not to appoint.

Closing date: 28 February 2022

M.M KGWALE - MUNICIPAL MANAGER