



Mafube Local Municipality
OFFICE OF THE MUNICIPAL MANAGER

64 J.J Hadebe Street
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FRANKFORT, 9830

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Enquiries: Mr. Tshepang Motloung	OUR REF: 10/1/1 Date: 12th April 2024
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EXTERNAL RE-ADVERT

MAFUBE LOCAL MUNICIPALITY INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES WITH THE NECESSARY DRIVE, ENTHUSIASM AS WELL AS DEMONSTRATING COMPETENCY AND ABILITY TO PERFORM THEIR BEST, TO APPLY FOR THE FOLLOWING VACANCY. APPOINTMENTS WILL BE MADE IN LINE WITH THE MAFUBE LOCAL MUNICIPALITY'S EMPLOYMENT EQUITY POLICY

Directorate : Corporate Services
Post : Manager: Legal Services (Contract Management)
Salary : R397 045.41 – R471 954.63 per annum
Duration : Permanent
Location : Frankfort
Ref : HR11

Qualifications and Experience

LLB Degree, detailed knowledge of the law and 5 years relevant working experience

Duties and Responsibilities

Manage and control the capital and operational budget of the Unit to ensure effective and efficient functioning within budgetary constraints of Council. Develop and review the operational strategy for the Unit. Identify the need for new by-laws/procedural requirements/policies by analysing specific current operational standards, trends and requirements. Prepare and submit performance reports for the Unit (each legal advisor should prepare a performance report in terms of the SDBIP). 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, Executive 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. Provide legal support to directorates to make sure that regulations are legally valid and implemented correctly. Interact with external bodies and organ of state for purpose of enhancing advisory services to the municipality. Receive an appointment letter to chair disciplinary hearings. 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. Provide support and represent the Council in litigation as well as CCMA proceedings. Apply necessary discipline to subordinates. Attend to subordinates grievances. Monitor 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. Monitor the evaluation of by-laws and provide comments and legal advice. manage the coordination and facilitation of the valuation process and the sitting of the land

tribunal committee. Review contracts e.g. SLA, leases, MOU, contract of supply of services and goods. Manage the negotiation of contract terms and conditions on behalf of the Municipality. Interact with Directorates on the enforcement and implementation of a contract management system. Attend court cases to monitor the litigation procedures and the legal costs accuracy. Review reports on cases detailing the status of the legal cases and matters of concern. Order legal books and government gazettes and legislation. Update legal books and legislation. Check the Provincial Government Gazettes and National Gazettes and distribute relevant ones to Directorates.

Please note: Applications will not be acknowledged, should you not be contacted within three (3) months after the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all short-listed candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof. The municipality subscribes and promotes the principles of employment equity and affirmative action. The Municipality reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidate who meet the above mentioned competencies will be shortlisted. Successful candidates will be subjected to competency assessments, qualification verification, security vetting and criminal records checking.

Forward your applications to:

The Acting Director Corporate Services, Me. Dikeledi Madibo
Mafube Local Municipality
P.O Box 2
Frankfort, 9830

Or

Applications can be emailed to: mlmvacancies@gmail.com

Or

Hand delivers applications at:

Municipal Building
Records Office
64 JJ Hadebe Street
Frankfort, 9830

Applications must be accompanied by fully completed application form (obtainable from our website) a comprehensive CV and originally certified copies of Identity Document, Driver's License and Qualifications.

NB: Faxed and late applications will not be considered

Enquiries: Mr. Tshepang Motloung (Acting HR Manager), Tel: 079 490 5873 / 082 898 1882

Closing date: 29th April 2024 @ 12:00