|  |  |
| --- | --- |
|  | Mafube Local Municipality OFFICE OF THE MUNICIPAL MANAGER  64 J.J Hadebe Street Phone : 079 040 3051  P O Box 2 E-mail: info@mafubelm.co.za  FRANKFORT, 9830 |

**EXTERNAL RE-ADVERTISEMENT**

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

Directorate : Corporate Services

Post : Manager Legal Services

Salary : R414 912.45 – R493 192.59 Per annum

Duration : Permanent

Location : Frankfort

**Qualifications and Experience**

Grade 12, 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 5 years’ experience.

**Duties and Responsibilities**

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 must be submitted to Council, Mayoral Committee and Portfolio Committees. Prepare legal reports for the Council, Mayoral Committee and Portfolio Committee. Provide legal advice to the Municipal Manager, Directors, Mayor and Council. Interact with external legal advisors of the Council regarding litigation and any legal matter. Analyze all legal documents and information given by the legal advisor on the implications and make recommendations. Give guidance, legal opinions and advice to Directorates regarding 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. Summarize 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’s 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.

**Important information for applicants to take note of:**

Applications will not be acknowledged, should you not be contacted within three (3) months of 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 reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidates who meet the above-mentioned competencies will be shortlisted.

**Forward your applications to:**

The Municipal Manager, Adv M.F Lepheana

Mafube Local Municipality

P.O Box 2

Frankfort, 9830

**Or**

**Hand deliver applications at:**

Municipal Building

64 JJ Hadebe Street

Frankfort, 9830

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

NB: Faxed, e-mailed and late applications will not be considered

Enquiries: Mrs. Nthabiseng Mahafha (Acting Human Resources Officer), Tel: 079 040 3051

Closing date: 17 February 2025

Adv M.F Lepheana

Municipal Manager

Mafube Local Municipality

Date: 29 January 2025