



## DANNHAUSER MUNICIPALITY (KZ 254)

Dannhauser Local Municipality (KZ 254) incorporating Hattingspruit and Durnacol with its seat at Dannhauser invites suitably qualified candidates to apply for the following position:

**REF NO** : 30/08/23/1

**POSITION** : Manager: Legal Services

**DEPARTMENT** : Office of the Municipal Manager

**SALARY** : Task Grade 16 of a Grade 2 Municipality, plus normal fringe benefits.

**TERM OF CONTRACT** : Permanent

**REQUIREMENTS** : Matric and a relevant 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.

**RESPONSIBILITIES** :

- Manage the execution of litigation, by-laws, contract management and valuation services in the Municipality.
- Provide general legal and administrative direction in the unit.
- Provide legal comments on items 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 regarding litigation and any legal matter.
- Analyses of 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.
- Draft the charges to be levelled against the employee and distribute to employee with date of the hearing.
- Prosecute on behalf of the Municipality when there is a 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.
- Assist director to prepare management reports on compliance matters.
- Vet contracts and provide legal advice on compliance matters.
- Administers requests for access to information in terms of PAIA.
- Advises officials of fair administrative action in terms of PAJA
- Represent municipal manager and director in meetings, especially in external meetings.

**NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Security vetting will be done. Successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

**APPLICATIONS** : Applications should be accompanied by a comprehensive Curriculum Vitae and certified copies of all qualifications and submitted Quoting the relevant reference number. All Applications should be directed to the Acting Municipal Manager and handed delivered to No.08 Church Street, Dannhauser 3080 or posted to Private Bag X1011, Dannhauser 3080

**PLEASE NOTE THAT NO APPLICATION BY E-MAIL OR FAX WILL BE ACCEPTED.**

**Applicants should note that if they are not notified of the outcomes of their application within 30 days of the closing date for submission of applications, they may conclude their application was no successful.**

**The Municipality reserves the right not to make any appointment following the placement of this advertisement.**

**CLOSING DATE** : 20 September 2023 by no later than 12h00

**ENQUIRIES** : Enquiries may be directed to Mr M.S. Sithole, Acting Municipal Manager at 034 621 2666 or email to: [municipalmanager@dannhauser.gov.za](mailto:municipalmanager@dannhauser.gov.za)