

# THEEWATERSKLOOF

Munisipaliteit \* Municipality \* uMasipala

*Theewaterskloof Municipality currently awaits suitable qualified persons to be appointed in the under – mentioned vacancy.*

## MANAGER: LEGAL SERVICES: CALEDON

**Salary: Post level T16 – Between: R589 512.00 p.a. and R765 228.00 p.a. plus a Travel Allowance of R11 832.16 per month under certain conditions.**

The most eligible candidate must be in possession of a relevant 3 year qualification preferably a B-Degree in law (LLB will be advantageous) Eight (8) or more years legal experience. A valid driver's license. The envisaged candidate must be computer literate, with excellent communication and negotiation skills.

Responsibilities: Lead and manage staff in the legal services department \* Oversee and responsible for contract management \* Responsible for the management and supervision of the risk function of the municipality \* Manage and control the department's annual operational and capital budget \* Provide legal direction and support to the administration and political leadership \* Draft and maintain by-laws and policies within in the legal frameworks \* investigate allegations of breach of Conduct for Councillors \* Investigate allegations of misconduct against officials \* Oversee statutory compliance \* Other duties as requested from time to time.

**Enquiries: Contact Mr. J Amansure: Acting Director Corporate Services**

**Tel: 028 – 2143300**

*If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.*



Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act namely black people, women and people with disabilities.

B Ngubo, Municipal Manager, P O Box 24, 6 Plein Street, Caledon 7230

**The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13<sup>th</sup> cheque, a housing-/ rental subsidy and settling of furniture removal cost under certain conditions.**

**Applicants must complete the prescribed application form along with a detailed CV with originally certified copies of qualifications, ID document, as well as a testimonial in order to be considered for the position. Application forms must be forwarded to the Manager: Human Resources, Theewaterskloof Municipality, P O Box 24 Caledon 7230.**

**Please note: No e-mailed, scanned or faxed applications will be accepted, and shortlisted candidates will be required to produce original copies of academic qualifications on the day of the interview. Only original applications forms will be accepted.**

**Canvassing will disqualify any candidate from being considered for appointment.**

**APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.**

**Closing date: 03 February 2023 at 12:00 pm. (no applications will be accepted or considered after the closing date)**