



MAKHADO LOCAL MUNICIPALITY

Applications are hereby invited from suitable qualified candidates for vacant positions in
Makhado Local Municipality

OFFICE OF THE MUNICIPAL MANAGER

1 x LEGAL OFFICER Ref: (5/3/4/2/68)

Salary Scale: R 511 022.17 – R 564 398.01 per annum (Post level 05)

Requirements: *Grade 12 Certificate *LLB Degree or equivalent qualification *Valid Code B driver's licence *Minimum of three (3) years experience in legal field.

Key Performance Area: *Implement and coordinate of legal services, strategies and policies *Provide inputs into the development of legal services section, plans relating to contracts *Provide input into the development and amendments of by-laws and policies. *Provide legal advice to the Municipality. *Review all drafted contracts and provide legal advice on related issues. *Review and advice on the interpretation of legislation considering contracts. *Liaise with Supply Chain Management Unit for the development and update of contracts register, and provide legal advice *Provide litigation to the municipality *Provide administrative support to the Legal Services Unit *Maintain project documentation to ensure that all essential records are archived in order and in a professional manner *Communicate the outcome of judgment to the relevant parties *Coordinate related projects to ensure delivery of results anticipated within specific time.

Key Competences: *Time management *Communication skills *Typing skills *Report writing skills *Interpersonal skills *Honesty and integrity *Able to work under pressure and abnormal working hours *Self-discipline and interpersonal skills.

NB: ALL SUCCESSFUL CANDIDATES WILL UNDERGO BACKGROUND CHECK AND VERIFICATION OF QUALIFICATIONS AND CRIMINAL RECORDS

Makhado Municipality is an equal opportunity employer and subscribe to Employment Equity Act.

Forward your application using the Council's prescribed application form, with a copy of CV and certified copies of qualifications to the Municipal Manager, Private Bag X2596, LOUIS TRICHARDT, 0920. Or hand-deliver to 83 Krogh Street, Civic Centre, Makhado Municipality, Louis Trichardt.

For more information, contact Human Resource Office: Mr. Muofhe A.P 015 519 3121 or Ms Hlangwane F S 015 519 3127.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED.

To view our current vacancies or to print the application form please visit our website on www.makhado.gov.za

If no response is received from Makhado Local Municipality within 45 days after the closing date, it must be regarded that your application has not been successful.

Publication Date: 22 February 2024

Closing Date: 12 March 2024

Notice No: 11/2024

File No. 5/3B

**MR K M NEMANAME
MUNICIPAL MANAGER**