



# RAMOTSHERE MOILOA

## LOCAL MUNICIPALITY

The Ramotshere Moiloa Local Municipality hereby invites applications from persons with relevant qualifications, skills and expertise to fill the following position.

### UNIT MANAGER: LEGAL SERVICES POSITION

OFFICE OF THE MUNICIPAL MANAGER

**REMUNERATION:** R382 134.00 - R418 261.00 per annum

**REQUIREMENTS, QUALIFICATIONS & COMPETENCIES:** ♦ LL.B. Degree with sufficient understanding of Local Government. ♦ Historical background to democratic background knowledge to Local Government. ♦ At least five (5) years' legal and / or municipal experience. ♦ Communication skills (oral and written) in at least 2 of the 3 official languages. ♦ Computer literacy (MS Word, Excel & PowerPoint). ♦ The ability to function independently, as well as within a team. ♦ The ability to function effectively under pressure and to apply time management principles. ♦ Sound planning and organisational skills. ♦ Steadfastness. ♦ A valid Code EC driver's licence. ♦ A certificate in Municipal Finance (SAQA Qualification) or proof of enrolment and progress with the above SAQA qualification.

**FUNCTIONS & RESPONSIBILITIES:** ♦ Providing sound legal advice and support to the Council and Administration. ♦ To manage the Legal Section of the Municipality and provide advisory services to the Council. ♦ To provide Legal Advice to both the Mayor and the Municipal Manager. ♦ Property management and transactions. ♦ Dealing with labour law matters. ♦ Drafting, editing and perusing contracts and other legal documentation. ♦ Attending Council and Committee meetings to provide legal advice. ♦ Legal assistance to the Offices of the Executive Mayor and the Municipal Manager. ♦ Commenting on report and recommendations to the Executive Mayor and Council; to draft Contracts, Memoranda of understanding and other legal related agreements. ♦ To formulate and provide Legal opinions pertaining to the activities of the Council. ♦ Maintaining the Delegation Register of Council. ♦ Negotiating with external legal firms. ♦ Research and preparing legal opinions. ♦ Interpreting legislation.

**CLOSING DATE: 04 MARCH 2016**

**Please note:** A covering letter, clearly stating the position you are applying for, certified copies of academic qualifications and a copy of your Curriculum Vitae, must accompany all applications. **Short-listed candidates will be required to produce original copies of Academic qualifications on the day of the interview.** Correspondence will only be entered into with short-listed candidates. If you do not receive notifications regarding your application within one month of the closing date, kindly note that your application was not successful. The Municipality reserves the right not to make any appointment.

Applications with comprehensive CVs and certified copies of qualifications should be addressed to: the Acting Municipal Manager, Ramotshere Moiloa Local Municipality, PO Box 92, ZEERUST, 2865.

**NO FAXED, LATE OR E-MAILED APPLICATIONS WILL BE ACCEPTED.**

**ENQUIRIES:** Mr M.E. Mangope at 018-642 1081 Ext. 206

**T.R. PHAKALANE: ACTING MUNICIPAL MANAGER - Notice No: CORP-03/2016**

Iniswa Promotions: 012-548 5800