



Physical Address: No. 01 Seller Street | Nqanqarhu | 5480

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The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

**OFFICE OF THE MUNICIPAL MANAGER
LEGAL ADVISOR (TASK GRADE 16)
ANNUAL BASIC SALARY R558 667.00 – R725 431.08**

MINIMUM REQUIREMENTS: • LL.B Degree • BA Law or related field • Computer Literacy-Office Applications • Atleast 5 years' relevant working experience, of which 3years should be in a supervisory position. Admission as an attorney/advocate will be an added advantage.

KEY PERFORMANCE AREAS INCLUDING BUT NOT LIMITED TO THE FOLLOWING;

- **LEGAL MANAGEMENT FUNCTION** • Formulates and implements the broad Legal Services strategy and defines, implements and monitors short term plans/ objectives municipality.
- **OPERATIONAL MANAGEMENT: LEGAL AWARENESS: BY-LAW FORMULATION-** • Controlling the formulation of new or amended municipal by-laws, tariffs and policies through the investigation/ research of proposals.
- **LEGAL ADVICE-** • Determining the exact nature and extent of legal problems referred by Council Departments, Council Committees, etc. and questioning relevant parties, requesting specific information, and suggesting particular investigations. • Formulate Legal opinions and recommends guidelines to resolve issues e.g. drafting agreements, undertakings, etc.
- **LEGAL COMPLIANCE FUNCTIONS-** • Providing the department with copies of legislation where required. • Keeping abreast of continual updates/ changes in law through the studying of law reports and disseminates information on latest developments to Council and its employees.

VALUE STATEMENT: The Elundini Municipality subscribes to high morals and principles to promote and maintain integrity of the Municipality".

EMPLOYMENT EQUITY STATEMENT: Elundini local municipality is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) through filling of these posts and candidates whose appointment will promote representivity will receive preference. Preference will be given to the underrepresented occupational category in terms of race, gender and disability.

Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found.

NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants.

Faxed applications will not be accepted.

Applications should be addressed to:
Director Corporate Services, Elundini Local Municipality
Elundini Local Municipality, P.O. Box 1, Nqanqarhu, N 5480

Tel. No: (045) 9328100

Closing Date: 22nd July 2021