

PIXLEY KA SEME
DISTRICT MUNICIPALITY

**RE-ADVERTISEMENT
VACANCY**

Pixley ka Seme District Municipality, an equal opportunity, affirmative action employer headquartered in De Aar, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career opportunity:

Legal advisor

REQUIREMENTS

- An appropriate B-Degree in Law
- Labour relations certificate or qualification will be an added advantage
- A minimum of 5 years experience in a municipal environment
- Qualified to represent Municipalities in a court of law
- Contract Management
- Conceptualisation and contextualisation of legislation
- Sound written communication and writing skills(especially regional speech)
- Report writing skills
- Computer literacy in MS Software packages viz Word, Excel , PowerPoint
- A valid code B drivers licence
- Willingness and availability to travel in the region

Responsibilities

- Ensure organisational and transformative practice
- Assistance with compilation and implementation of policies , by-laws and procedures of the Municipalities
- Be responsible for the overall co-ordination and control of the application of specific procedures associated with maintaining labour relations climate by attending to and guiding disciplinary and grievance procedures
- Prepares and represent municipalities in cases referred for conciliation and arbitration
- Providing timely and material accurate , relevant , complete and suitably presented legal, interpretive and professional service
- Manage the municipalities contracts
- Represent municipalities in the region in legal actions for and against the municipalities
- Advise the Council and Management of the municipality on the interpretation of legislation and other legal documents
- Representing the municipalities in a court of law
- Advise on activities of the District Municipal Planning Tribunal
- To serve on the Municipal Bid Evaluation Committee
- Serve on the Financial Disciplinary Hearing Board
- Give legal Advice MPAC

REMUNERATION

(Task Scale 15) R 42 668.00 – R 55 257.00 per month plus fringe benefits.

ENQUIRIES: Mr. S Ntamehlo, Manager : Human Resources and Development
Telephone number: (053) 631 0891

Letters of application, accompanied by a full CV and certified copies of qualifications, certificates, ID and valid drivers licence must be forwarded to the Municipal Manager, Pixley ka Seme District

Municipality, Private Bag X1012, DE AAR 7000

Fraudulent qualifications or documentation, including driver's licences, will immediately disqualify any applicant.

Pixley ka Seme District Municipality has a firm commitment to the advancement of the previously disadvantaged, including women and the disabled.

Canvassing will immediately disqualify candidates from appointment.

If no notification regarding this advertisement has been received within two months of the closing date, please assume that the application was unsuccessful.

Correspondence will be limited to short listed candidates.

The Municipality reserves the right not to make any appointment.

Applicants who possess foreign qualifications must submit such qualifications together with a certificate of verification from the South African Qualifications Authority (SAQA)

Note: No faxed or e-mail applications will be considered.

Closing date: 13 December 2021



RE Pieterse
Municipal Manager
Pixley ka Seme
District Municipality
Private bag X1012
De Aar , 7000