

## EMAKHAZENI LOCAL MUNICIPALITY

### VACANCY

Emakhazeni Local Municipality consists of four units of service namely, Emakhazeni, Dullstroom, Emgwenya and Entokozweni. The municipality is responsible for providing basic services to eight (8) wards, many of which are rural in character. Emakhazeni Local Municipality needs the services of a competent, motivated person with the necessary qualifications and experience for the following vacancy, to assume duties as soon as possible.

<b>DEPARTMENT</b>	:	<b>CORPORATE SERVICES</b>
<b>POSITION</b>	:	<b>SENIOR ADMINISTRATION OFFICER: LEGAL SERVICES</b>
<b>SALARY</b>	:	<b>R 186 393.72 per annum (Task Grade 10)</b>
<b>REQUIREMENTS</b>	:	Grade 12 plus LLB degree or equivalent qualification, 1-3 years working experience in a legal environment.
<b>DUTIES</b>	:	Responsible for the administration of contracts and litigations. Assist in the development and review of By-Laws. Assist in the disciplinary matters through formulating charge sheets and be able to represent the municipality in the internal and external dispute resolution forums. Ability to deal with grievance through applying the relevant procedures. Advising the municipality on legal matters and be able to formulate legal opinions. Assist in the institution of legal action on behalf of the municipality. Monitor and manage contract and lease registers. Assist in minimizing the risks associated with the department. Maintain case files containing all document correspondence and outcome/awards/court orders and or accessing / retrieving information upon request. Perform specific administrative tasks associated with the functionality of the department. Perform any other instruction from the seniors within the work environment associated to legal services.
<b>BENEFITS</b>	:	<b>All usual fringe benefits applicable to a category 2 Municipality</b>

**NOTE: Emakhazeni Local Municipality is an equal opportunity employer and considering Employment Equity, women candidates including those living with disabilities are encouraged to apply.**

Application forms are available from the Corporate Services Department in Emakhazeni, Dullstroom, Emgwenya and Entokozweni, and should be addressed to:

The Manager Corporate Services, P.O. Box 17, **BELFAST, 1100**

Enquiries: Mrs. S Matsane / Mr. M. Kutumela @ (013) 253 7600

**CLOSING DATE: 20 July 2018 @ 12:00**

***If you do not hear from us by 10 August 2018 Consider your application not successful. The municipality reserves the right to appoint or not to appoint any person.***

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**MRS E.K TSHABALALA**  
**MUNICIPAL MANAGER**