



**Ugu District Municipality
Distrik Munisipaliteit
Umasipala Wesifunda**

EXTERNAL VACANCY

The Municipality seeks to appoint suitably qualified person to the following position within the MUNICIPAL MANAGER'S OFFICE:

MANAGER: LEGAL SUPPORT SERVICES

Total Cost to Employer: R 1 234 073.41 pa

Reporting to the Municipal Manager within the Office of the Municipal Manager, the successful candidate will be responsible and accountable for the following, inter alia:

- Ensure that all policies developed by the Municipality comply with the South African Legislative Framework.
- Monitor compliance with the standing rules of order
- Conduct legal awareness workshops for managers and supervisors on relevant legislation
- Coordinate all litigation matters as instructed by the Municipal Manager.
- Provide legal advice to the Municipal Manager, Management Committee, Council and Local Municipalities within the Ugu district on a need's basis
- Communicate with internal and external stakeholders around legal matters which affect the Municipality
- Ensure oversight on the development and implementation of operational policies
- Ensure compliance with all pieces of legislation pertinent to Local Government
- Support the negotiation, drafting and vetting of project agreements with relevant organizations

Requirements:

- A valid Grade 12 certificate
- An LLB degree or Equivalent Legal Qualification
- Must be an Admitted Attorney
- A minimum of five (5) years experience within a law-related environment. Experience within the local government sphere will be an added advantage
- Sound knowledge of local government-related legislation, regulations and policies
- Excellent communication, research and writing skills
- Cutting edge computer literacy skills
- Proficiency in English and isiZulu is mandatory
- A valid code B driver's licence

Candidates should display the following key attributes:

- High levels of integrity, as well as good interpersonal skills
- Above average levels of commitment
- The understanding of local government culture as well as government policy
- Knowledge of corporate governance principles
- Assertive and persuasive, with an ethical approach to management

Benefits:

- 13th Cheque
- Subsidised Pension and Medical Aid Schemes
- Subsidised Housing Scheme (subject to certain conditions)

The canvassing of councillors and/or management in respect of this position will lead to disqualification of the applicant.

Letters of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of qualifications to be forwarded to: Recruitment@ugu.gov.za or The Manager: Human Resources, Ugu District Municipality, PO Box 33 (96 Marine Drive, Oslo Beach), PORT SHEPSTONE, 4240.

Faxed applications will not be considered.

The closing date for applications will be 16h00, Friday, 22 November 2024 (If you do not hear from us within 30 days of the closing date, regard your application as unsuccessful)

The Municipality is an equal opportunity, affirmative action employer and in this vein, appropriately qualifying women and disabled persons are encouraged to apply.



**MS MP GOBHOZI
ACTING GENERAL MANAGER: CORPORATE SERVICES**



**MR VO MAZIBUKO
ACTING MUNICIPAL MANAGER**

The Municipality reserves the right not to make an appointment