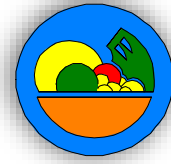# GREATER TZANEEN
Municipality

VACANCY

The following position is being advertised and applicants are invited to apply.

OFFICE OF THE MUNICIPAL MANAGER DEPARTMENT

MANAGER: LEGAL SERVICES
(Job Id NO. 1/5/0/001

Salary: R 701 465. 76 per annum (Job level 3)

The job purpose of Manager is to manage legal services.

Key performance areas: The Manager must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ♦ Develop vision and strategy of the division ♦ Develop and monitor systems, policies, procedures and processes ♦ Manage legal advisory services ♦ Manage implementation of legislative requirements for local government structures as per current legislation ♦ Manage contracts for external legal services ♦ Plan and manage utilisation of internal resources.

Requirements: ● LLB Degree or relevant qualification and registered with a professional body. A Driver's license and Five (05) years' relevant experience.

Applications on the compulsory prescribed application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing date: 10 November 2023 at 15:00 Enquiries: Mrs H Maake (015) 307 8284/ 8006

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

MR D MHANGWANA – MUNICIPAL MANAGER