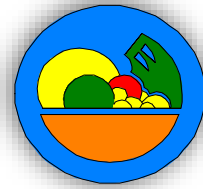




# GREATER TZANEEN Municipality Vacancy



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

## OFFICE OF THE MUNICIPAL MANAGER

1X LEGAL MANAGER  
(Job Id Number: 1/5/0/001)

**Salary: R541 715, 90 per annum (Job level 03)**

The job purpose of a Legal Manager – is to provide legal services to Council, review of policies, verbal and written legal advice regarding debt collection, by-laws, drafting contracts, interpretation of legal documents to Managers, Mayor, conduct Disciplinary Hearings; all to promote Council with a legal tool to execute matters in accordance with all legislations of the Municipal Governance.

**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: ▲ *Develops divisional vision and Strategy and ensure implementation to provide effective service delivery* ▲ *Plans and manages utilisation of internal resources in order to perform activities* ▲ *Develops and monitors systems, policies, procedures and processes to ensure correct working operations and practices* ▲ *Performs legal advisory services to ensure an effective and efficient legal support service* ▲ *Ensures and Monitors implementation of legislative requirements for local government structures as per current legislation, to ensure alignment of policies, procedures and activities* ▲ *Manages contracts for external legal services to ensure efficient control over legal matters* ▲ *Performs related client and public service functions to ensure an effective service delivery.*

**Requirements:** LLB; An admitted attorney/ advocate with sufficient understanding of local government; Masters degree will be an added advantage; Five (05) years experience in Legal Services

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**Applications should be submitted on the prescribed compulsory application form and indemnity form ([www.greatertzaneen.gov.za](http://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 and their qualifications will be verified.

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: 04 January 2019 at 15:00**

**Enquiries: Mrs H Maake (015) 307 8284/8006.**

Greater Tzaneen Municipality is an Employment Equity Employer.

**MR SB MATLALA– MUNICIPAL MANAGER**