



MANAGER: LEGAL SERVICES

NOTICE NO: 104 / 2022

Senqu Local Municipality, a category 2 municipality that incorporates Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw and the environs invites applications from all suitably qualified candidates for the position mentioned above.

***Remuneration: TASK GRADE 18 OF CATERGORY 2 LOCAL AUTHORITY
R 783 484.00 – R 1 017 049.00 PER ANNUM (excluding Council 's benefits) and the
successful individual will be also be required to enter into a performance
agreement***

JOB PURPOSE:

The Manager Legal Services will be responsible for planning, leading and managing key deliverables associated with ensuring the provision of all legal support services as per the Legal Services Strategy, provision of all Council related support and providing leadership to Sectional staff including managing own staff performance; giving inputs to all planning processes of the Municipality and ensuring compliance with all applicable policies and procedures.

MINIMUM ESSENTIAL REQUIREMENTS AND EXPERIENCE

- Grade 12, B Degree in Law;
- Computer literacy;
- Five (5) years' experience in the related field, three (3) of which must be at a supervisory level;

- Certificate in Municipal Finance Management (MFMP) or Certificate Programme in Management Development for Municipal Finance (CPMD) in line with minimum competency requirements as per Notice no R493 in Government Gazette 29967 of 15 June 2007 will be an added advantage; and
- Code B Driver's license.

KEY PERFORMANCE AREAS

- Giving inputs into the development of the Legal Services & Council Support Strategies, developing the Sectional Plans taking into changes in legislation and latest developments in the field;
- Giving inputs into Legal Services Strategy, developing legal compliance plan, providing legal support and advice to the municipality, highlighting any issues of non-compliance with law and ensuring that all legal functions and activities are coordinated and carried out efficiently and effectively while keeping agreements and costs in line and in compliance with legal requirements, national directives, Council policy and procedures;
- Managing the process of appointing a Municipal panel of attorneys, allocation of matters following a preliminary investigation on letters of demand, motions, summons, court orders etc., briefing and consultation with the relevant directorates in all the necessary stages of litigation, monitoring compliance to court orders, scrutinising and giving municipal inputs into draft documents from the municipal attorneys such as affidavits, opinions, case strategies, taxation and payment of all municipal attorneys;
- Keeping a database of all legal matters and reporting through immediate superior, on their progress to the Senior Executive Management, Committees of Council, COGTA and on contingent liabilities to be included in the Annual Financial Statement and Annual Report;
- Drafting Service Level Agreements (SLAs) and Lease agreements after liaising with the relevant parties, perusing all documentation very carefully to check that all information is captured appropriately and reflects the correct meaning so as not to compromise council in anyway and to ensure that Council's rights are protected at all times;
- Managing the renewal thereof where applicable, monitoring the enforcement of all SLAs and lease agreements and facilitating the termination of the aforesaid should such a need arise;
- Facilitating the registration and transfer of municipal properties through appointed conveyancers and forwarding all title deeds to the relevant Section once obtained from municipal attorneys;
- Researching the legality of creation of by-laws and the prospects of enforcing intended by-laws through the assessment of possible legal infringement of any part of the law;

- Facilitating the approval of draft by-laws through effecting the relevant approval processes and publishing approved by-law in the Provincial Gazette;
- Managing the process of development, circulation of the approved Council calendar and monitoring adherence to;
- Reviewing the Standing Rules of Council and Terms of Reference for its Committees and ensuring that these are adopted by Council and monitoring the adherence thereto;
- Perusing specific reports to Council and its Committees so as to ensure compliance with approved guidelines and prescripts of the applicable legislation;
- Managing the development of Council and Council committee minutes, agendas resolutions and ensuring timely circulation on approval;
- Tracking the implementation of resolutions of various Committees of Council and Council;
- Raising matters that may warrant the attention of Council or its Committees; and
- Providing leadership and direction to the Section function by providing on-the-job support, guidance and coaching after assessing performance and taking the appropriate steps to resolve the issues presented.

KEY COMPETENCIES REQUIRED FROM APPLICANTS

- Ability through a proven track record to craft and successfully execute departmental plans in line with the objectives of the broader organization;
- Proven attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient services;
- Ability to effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives;
- Ability to maintain the high-quality standards while achieving desired outcomes and results;
- Ability to communicate and negotiate at all levels and with all stakeholders in government, civil society and in corporate; and
- Ability to lead and successfully implement projects and programmes.

APPLICABLE BENEFITS

- Medical Aid, Pension, Housing Subsidy, 13th Cheque and travel allowance.

The closing date for submission of applications is 04 November 2022 no late, emailed and faxed applications will be accepted. Application packs must reach us by 12 noon.

APPLICATION PROCESS

Any individual who wishes to apply for this position **must** complete and submit the Senqu Local Municipality application form obtainable from our website www.senqu.gov.za, together with a comprehensive Curriculum Vitae, certified copies of qualifications, ID and driver's license. An application pack which contains all the above-mentioned documents must be submitted to the under mentioned address.

This Council subscribes to the policies of Affirmative Action and Employment Equity and appointment will be made with these policy considerations.

Appointment will be subject to appropriate reference and qualification checks as well as security vetting.

Canvassing and/or lobbying of Councillors and officials will not be accepted and non-compliance thereof shall immediately disqualify an applicant.

Should you not receive communication from us within thirty (30) days after the closing date of this advertisement, please consider your application to be unsuccessful.

A successful candidate will be expected to sign a Performance Agreement.

Please note that Council reserves the right not to fill the position.

CONTACT PERSON

All enquiries should be directed to the Director Corporate Services on - telephone 051 603 1300/1316 during working hours or koyanaz@senqu.gov.za

**MR M.M YAWA
MUNICIPAL MANAGER
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**FILE NO: 4/3/2/1/2
06/10/2022**