



BEAUFORT WEST  
MUNICIPALITY \* UMASIPALA \* MUNISIPALITEIT  
STAFF VACANCY: **SENIOR MANAGER: LEGAL SERVICES**  
DEPARTMENT: CORPORATE SERVICES - SECTION: LEGAL SERVICES

NOTICE NR. 03/ 2022

**Job Purpose:**

To provide legal advice and guidance to the Municipal Manager, Executive Mayor and legal services to the organisation as a whole. The incumbents duties will include managing all legal risks to the organisation, and providing opinions and advice, contract services and litigation management; to coordinate and apply specific procedures associated with maintaining a sound labour relations function to ensure compliance with relevant labour legislation, collective agreements and council policy; attending to administrative requirements with respect to the preparation, circulation and maintenance of reports, correspondences and notifications.

**Requirements:**

Legal Qualification – LLB Degree plus 5 years applicable local government experience.

**Other requirements**

Knowledge of legal and administrative services and processes \* Valid Code B driver's licence \* Computer literacy (Office Applications) \* Proficiency in at least 2 of the official languages of the Western Cape \* Good management, human relations, interpersonal and communication skills \* Change Management \* Project Management, Planning & Organisation \* Knowledge Management \* Service delivery innovation \* Problem Solving High level of responsibility Ability to work under pressure \* Ability to deal with conflict situations \* In-depth understanding of the BCEA, LRA, EEA, OHSA, UIA, COIDA, SDA and International Labour Standards and conventions, Organisational Rights Agreement, Collective Agreements as concluded in the Bargaining Council guide and various policies and procedures regulating employment conditions, workplace conflict and resolution. \*High level of loyalty towards employer \*Sound administration and time management skills. \*Bilingual in two languages of the Western Cape

**Responsibilities / Duties:**

Strategic & Generic Management Functions - Planning & Strategy Alignment \* Generic Management Functions \* Vision & Strategies \* Productivity/Performance and Personnel Management \* Resource Utilisation - Operational Management Functions – Legal Advisory Services \* Litigation Support \* Contract Management \* By-Laws & Policies \* Code of Conduct Investigations \* Legal Information Resources \* Statutory Compliance \* Labour Relations - Financial Control \* Procedures, Systems and Controls \* Personnel and Performance Management - Supervision and Control \* Administrative Functions - Reports & Correspondence \* Communication \* Audit \* Insurance \* Report Writing \* Local Labour Forum and other labour related matters inclusive of disciplinary hearings and disputes.

**Salary: T16: R43 146.00 pm**

**R517 755.00 to R672 066.00 per annum**

**Plus Benefits**

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documentation will be returned. **No copies of certificates will be accepted.** The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. No applications via fax or e-mail will be considered unless the original application & documents are received on/before the closing date.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Beaufort West Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website [www.beaufortwestmun.co.za](http://www.beaufortwestmun.co.za). The Council reserves the right not to make an appointment and to add/amend/change the salary package.

**CLOSING DATE : FRIDAY 25 March 2022 at 12:00**

**Job Related Enquiries:** Mr. AC Makendlana – 023-4148181/ 8104

**General Enquiries:** Adriaan Duimpies – 023-4147549 / Imelda Dourie – 023-4148190  
Angilo Jacobs – 023-4147550

Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

The Office of the Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970

GZ NYATHI  
Acting Municipal Manager