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A BETTER PLACE FOR ALL
Ref No.: 4/3/7

EXTERNAL ADVERTISEMENT

Dr. Nkosazana Dlamini – Zuma Local Municipality hereby invites applications from all suitable, qualified, and experienced individuals for appointment to the following position.

CORPORATE SUPPORT SERVICES

VACANCY 1

MANAGER LEGAL SERVICES (TG15)

REMUNERATION

R 513 888.56 P. A plus Normal Municipal benefits

REQUIREMENTS:

- National Senior Certificate (grade 12).
- Bachelor of Law Degree/ LLB.
- Admission as an attorney with the right of appearance before the court.
- Minimum of 4-5 years' experience in legal services.
- Excellent computer skills, particularly MS Word, MS Excel, and PowerPoint.
- Good communication and report-writing skills.
- Strong litigation skills.
- A Valid Driver's Licence.
- No criminal record/pending cases.
- Knowledge of Local Government Legislative Framework

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Formulate immediate short and medium-term objectives for the Legal Services
- Examine documents including correspondences and all reports relevant to any course of action proposed by Council where the content thereof has legal implications
- Submit vetted/ amended agreements with proposed amendments to other parties within set timeframes
- Representing the Municipality in Courts of law.

- Provide legal advice in the formulation of by-laws, policies, and procedures to ensure that the municipality complies with all relevant legislation as well as its Constitutional mandate;
- Provide advice on Labour Matters.
- Enhancing organisational efficiency by establishing a corporate governance-compliant environment that enables the municipality to achieve its objectives.
- Providing input and comment on planned national and provincial legislation having a bearing in the Municipal sphere
- Drafting letters of demands, pleadings, and notices and ensuring that they are filed and served.
- Establishment of strategies and plans to recover revenue and recover debt, put together implementation plans and operational plans

Inquiries: Mr. S.A. Radebe 060 521 8374 / (039) 833 1038 (During office hours 08:00 am to 16:00 pm)

Please note: Applications must be submitted on a **Dr. Nkosazana Dlamini Zuma Application Form** that can be obtained on our website www.ndz.gov.za accompanied by Curriculum Vitae with three references, certified copies of academic qualifications, ID, and Driver's license where applicable not older than 3 months. **No faxes, e-mails, or late applications will be accepted**

Canvassing or using undue influence by job applicants or any other person on behalf of job applicants, for posts within the municipality's service is prohibited and evidence thereof will disqualify the applicant's application for consideration.

The Municipality reserves the right not to make an appointment.

Please forward your application to Mr. N.C Vezi, the Municipal Manager, Dr. Nkosazana Dlamini Zuma Local Municipality, P.O Box 62, Creighton, 3263, or Hand-deliver to Municipality Building, Main Street, Creighton 3263 or Arbuckle street, Himeville, 3256 (During office hours from 08h00 to 16h30).

Closing Date: 08th March 2024 at 16:00 pm.

Dr. Nkosazana Dlamini-Zuma Municipality is an equal opportunity and Affirmative Action employer. We are committed to achieving diversity, equality, and the maintenance of representation in terms of race, gender, and disability.




MR. N.C VEZI

MUNICIPAL MANAGER

