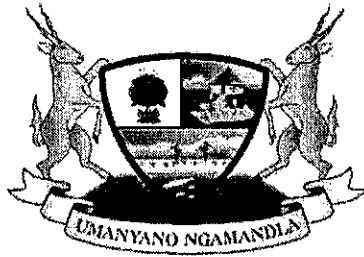


# Mbizana Local Municipality

Physical Address  
51 Winnie Madikizela  
Mandela Street  
Postal Address  
P O Box 12  
Bizana



Office of the Municipal  
Manager  
Tel: 039 251 0230  
Fax: 039 251 0917  
lmahlaka@mbizana.org.za

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## EXTERNAL ADVERT

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:-

1. **POST** : **MANAGER: LEGAL SERVICES**  
**DEPARTMENT** : **MUNICIPAL MANAGER'S OFFICE**  
**CONTRACT** : **PERMANENT**  
**TASK GRADE** : **16**  
**REMUNERATION** : **R 517 771.00 basic salary per annum**

### **REQUIREMENTS**

- ✓ Grade 12;
- ✓ Bachelor's Degree in Law – (LLB);
- ✓ 4-5 years' experience in Municipal Legal Services of which 3 years at supervisory level/middle management;
- ✓ Computer literacy;
- ✓ Be able to interpret statutes;
- ✓ Understanding of South African Local Government protocols;
- ✓ Be in a possession of good communication skills
- ✓ Fluency in at least two official languages
- ✓ Be able to work under pressure and
- ✓ Valid driver's license.

### **KEY PERFORMANCE AREAS**

- ✓ Providing legal support to the Municipal Manager, senior management, departments and Council on exercise of powers and functions and decision making through analysis and evaluation of attitudes and needs of the Municipality;
- ✓ Forward planning and legal strategy alignment;

- ✓ Facilitate the drafting and vetting of policies, procedures, by-laws and legal agreements and claims;
- ✓ Referring litigation matters to the appointed panel of attorneys and co-ordinating the reporting of external attorneys;
- ✓ Managing council contractual obligations and ensure legal compliance;
- ✓ Managing key processes, procedures and legal applications associated with legal awareness and opinion and
- ✓ Managing the compliance register.

2. **POST : MANAGER: HUMAN RESOURCES**  
**DEPARTMENT : CORPORATE SERVICES**  
**CONTRACT : PERMANENT**  
**TASK GRADE : 16**  
**REMUNERATION : R517 771.00.00 basic salary per annum**

#### REQUIREMENTS

- ✓ Matric or Grade 12 Certificate;
- ✓ B: Degree in Human Resources Management or Public Management;
- ✓ 3-4 years' experience in a supervisory position in related field and knowledge of Local Government;
- ✓ Be computer literate;
- ✓ Be able to interpret statutes;
- ✓ Be an excellent communicator at all levels of management;
- ✓ Fluency in at least two official languages
- ✓ Be able to work under pressure and
- ✓ Valid driver's license.

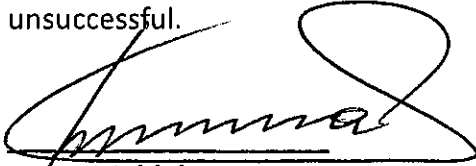
#### KEY PERFORMANCE AREAS

- ✓ Manage the training and development functionality;
- ✓ Manage and control the Municipal change and development by researching, interpreting and incorporating legislations onto the organization;
- ✓ Build and maintain successful Human Resource Functionality;
- ✓ Manage HR and employee wellness initiatives within budgetary constraints and
- ✓ Manage and drive the Municipal Individual Performance Management System;

Applicants should submit their applications on the Municipal Application form available on the Municipal website or at the Municipal premises. A comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the HR Offices during office hours. For more information please contact: **Mr. Z. Gwala on 039-251 0230** during office hours. **Closing date: 15/01/2020 @ 12pm.**

**CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION;  
THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.**

**No faxed or emailed applications will be accepted, applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.**

A handwritten signature in black ink, appearing to read 'L. Mahlaka', written over a horizontal line.

**Mr. L. Mahlaka  
Municipal Manager**