



Elundini Local Municipality

1 Celler Street • Maclear • 5480 • PO Box 1 • Maclear • 5480

Tel: +27 (0) 45 932 8100 • Fax: +27 (0) 45 932 1094 • Email: info@elundini.gov.za

24th August 2018

ELUNDINI LOCAL MUNICIPALITY
EXTERNAL RE-ADVERTISEMENT
NOTICE NO.19/2018-2019

The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

OFFICE OF THE MUNICIPAL MANAGER

- 1. LEGAL ADVISOR (TASK GRADE 16)**
ANNUAL BASIC SALARY R461 579.04- R599 147.64

MINIMUM REQUIREMENTS: • LL.B Degree • BA Law or related field • Computer Literacy-Office Applications • 5 years relevant experience in Local government/Public sector of which three years should in a supervisory position.

LEGAL MANAGEMENT FUNCTION • FORWARD PLANNING: • Formulates and implements the broad Legal Services strategy and defines, implements and monitors short term plans/ objectives by; • Analysing the adequacy of legal approaches, submits reports supporting specific provisions associated with Legal Services interventions. • Providing legal advice/ opinions to the Executive /Management on the exercise of powers and functions and decision making through the analysis and evaluation of attitudes and needs of the municipality. • **OPERATIONAL MANAGEMENT:** **LEGAL AWARENESS: BY-LAW FORMULATION:** • Controlling the formulation of new or amended municipal by-laws, tariffs and policies through the investigation/ research of proposals • Verifying that ramifications of all eventualities implicated by the proposed by-laws have been identified and provided for without any loopholes through research of precedents and application of legal processes knowledge and experience • **LEAGL ADVICE:** • Determining the exact nature and extent of legal problems referred by Council Departments, Council Committees, etc. and questioning relevant parties, requesting specific information, and suggesting particular investigations. • Formulate Legal opinions and recommends guidelines to

If you are aware of any instances of fraud and/or corruption within the municipality, these matters may be reported, anonymously, to:

Freecall: 0800 117 844 • Freefax: 0800 007 788 • SMS: 32840 • Email: elundini@tip-offs.com
Freepost: Freepost KZN138, Umhlanga Rocks, 4320

All correspondence must be addressed to the Municipal Manager

resolve issues e.g. drafting agreements, undertakings, etc.

- Advising and assisting departments in matters of a complicated nature where legal input is required e.g. drafting of letters of a technical legal nature.
- Managing the process of dealing with high- level complaints (from internal and external sources) where rights are infringed, evaluating and adjudicating and resolving issues which may include disciplinary proceedings against employees.
- **LEGAL COMPLIANCE FUNCTIONS** :
 - Providing the department with copies of legislation where required.
 - Keeping abreast of continual updates/ changes in law through the studying of law reports and disseminates information on latest developments to Council and its employees.
 - Preparing and prosecuting interdict proceedings in case involving transgressions of the National Buildings Regulations.
 - Advising the Council on Press Releases through liaison with the Municipal Manager/ Council on steps to be initiated.
 - Taxing, negotiating, and assessing and approving advocate fee notes and bill of costs.

Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found.

NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. Appointment will be subject to compulsory pre-employment screening in the form Qualification, Reference check and criminal checks, competency assessment (where applicable). Candidate in possession of foreign qualifications should attach a certificate of evaluation of their qualification from SAQA.

Faxed applications will not be accepted.

Applications should be addressed to:

Director Corporate Services
Elundini Local Municipality
P.O. Box 1
Maclear
5480

Tel. No: (045) 9328100

Closing Date: 14th September 2018

