



**ADVERTISEMENT
LEJWELEPUTSWA
DISTRICT MUNICIPALITY**



Lejweleputswa District Municipality hereby invites suitable and qualified individuals to apply for the **external** undermentioned positions.

Candidates who wish to be considered for a post, must post/or hand deliver their applications and completed, comprehensive CV's directly to the Municipal Manager Lejweleputswa District Municipality.

PLEASE NOTE THAT CV'S RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED

Lejweleputswa District Municipality subscribes and promotes the principles of the Employment Equity Act, as such Affirmative Action measures and Employment Equity Targets will be considered when appointments are made. Certified copies of highest educational qualifications must accompany the application.

Please note that if you do not receive any correspondence from the Municipality, regarding your application, within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

**CORPORATE SERVICES
LEGAL OFFICER (Remuneration: Negotiable)**

FORMAL QUALIFICATIONS:

Grade 12. A Degree or Post Graduate Diploma in legal fields

OTHER COMPETENCIES: Excellent written and verbal communication. Knowledge of all applicable laws, rules and regulations as it applies in local government. High attention to detail. Strong negotiation skills. Ability to prepare complex legal documents. Ability to speak more than one language. Intermediate Computer Literacy in MS Word, Excel, PowerPoint & Outlook. Telecommunications systems. Digital communications systems.

WORK EXPERIENCE:

2-3 years' relevant experience in the Municipal environment.

KEY PERFORMANCE AREAS: **Provide Legal Advice:** Using oral or written platforms, Legal Officers will be expected to brief team of staff members on legal issues, potential liabilities and possible courses of actions. This involves translating complicated legal jargon into language which everyone can understand, as well as taking all possible legal problems into consideration before making any recommendations. All recommendations which the Legal Officer makes must be in complete compliance with the law, and must also strive to minimize risk for their organization. **Process Documents:** Any sort of legal work involves a great deal of paperwork, and the job of a Legal Officer is no exception. Legal Officers will frequently need to write and review settlement documents, contracts, agreements, stock certificates and more. This task makes up of a significant portion of the day-to-day work of Legal Officers, and requires both focus and precision. **Perform Research:** Since laws and regulations are always changing and being modified, it's up to the Legal Officer to continuously research legal resources such as articles, codes, statutes, judicial decisions and more. Doing so will allow the Legal Officer to stay up to date on all current laws and make well-educated

legal recommendations. **Identify Risks:** Ideally, legal issues should be nipped in the bud before they even begin. This is why it's essential for Legal Officers to regularly analyse the actions and decisions of the employer in order to identify problem areas, suggest alternative courses of action and mitigate risk as much as possible. **Direct Staff:** When a legal matter is underway, it's up to the Legal Officer to direct all claim adjusters, liabilities, etc to attorneys and to the relevant people in the organisation.

Completed applications forms must be submitted with attached certified copies of Identity document and qualifications as well as a CV. Applications can be delivered to: Lejweleputswa District Municipality c/o Tempest and Jan Hofmeyer Road, WELKOM. The attention of the municipal Manager, Ms. PME Kaota, Lejweleputswa District Municipality, PO Box 2163, Welkom 9460, or hand deliver applications at the Municipal Building, corner Tempest & Jan Hofmeyer Roads, Jim Fouche Park, Welkom 9460.

Faxed, e-mailed and late applications will not be considered.

Enquiries: Ms. B Malapane, Tel. (057) 353 3094/5/6/7

Closing date: 12 December 2019

**PME KAOTA
MUNICIPAL MANAGER**