



MKHONDO
LOCAL MUNICIPALITY

EXTERNAL/INTERNAL ADVERT

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging positions of

DEPARTMENT: CORPORATE SERVICES

DIVISION: LEGAL SERVICES

SENIOR LEGAL OFFICER: LITIGATION AND LEGAL OPINION

Ref: CS/LS/SNRLO/05

MINIMUM REQUIREMENTS

- Grade 12
- A relevant 3 year tertiary qualification preferably a B-Degree in law (LLB advantageous)
- Admission as the attorney in South Africa Courts
- 03-05 years of experience
- Valid Driver's License

ADDED ADVANTAGE

- LLB
- Master Degree in Law

OTHER REQUIREMENTS

- Good Communication Skills (Written and Verbal)
- Ability to work long hours and meet deadlines
- Good leadership skills
- Be computer literate
- Attention to detail
- Good interpersonal skills

RESPONSIBILITIES

- Interacting with external legal advisors of Council with regard to legal matters.
- Researching case law and recent cases to for an opinion to Council or other committees of Council.
- Conducting investigations on labour cases and other legal matters.
- Analysing all legal documents on the implications and make recommendations.
- Attending to legal documents timeously, e.g. summons and affidavits.
- Providing legal support to Directorates to make sure that policies and Memorandum of Understanding (MOU) are valid and implemented correctly.
- Receiving an appointment letters to chair disciplinary hearings.
- Drafting of the changes to be levelled to the employee and distribute to employee with date of the hearing.
- Researching precedence and case law to make an informed decision.
- Investigating the misconduct or complaint.
- Listing to parties, give a finding of guilt or not guilty and document findings.

- Prosecute on behalf of the Municipality in terms of misconduct.
- Providing relevant information and work closely with the consultants during the case proceedings.
- Perusing of legal documents, e.g. applications or affidavits that are provided to effect.
- Representing the Council in all CCMA and Bargaining Council matters.
- Providing support and represent the Council in litigation as well as CCMA proceedings.

Remuneration: R 444 071 per annum (excluding benefits)

CLOSING DATE & TIME: 08 AUGUST 2024 @ 12h00

Enquiries: Wendy Mahlangu and Lyzette Botha

To apply:

Please forward your application on the form “Application for Employment” that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies (not older than three months) of all relevant qualifications, Identity Document and Valid Driver’s License with at least three contactable references to

Hand delivery

or

Post

Senior Manager: Human Resources
Civic Centre
Corner Mark and De Wet Street
Piet Retief
2380

Senior Manager: Human Resources
Mkhondo Local Municipality
P.O. Box 23
Piet Retief
2380

Failing to sign the “Application for employment” form will constitute an automatic disqualification

Note: Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

Vetting and screening may be done on successful candidates

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipal is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

Mkhondo Local Municipality Reserves the right not to make an appointment.

**MJ MKHONZA
ACTING MUNICIPAL MANAGER**