

**UMASIPALA
WASOLUNDI**

Private Bag X 17
Ulundi
3838

" The City of Heritage "



**ULUNDI
MUNICIPALITY**

Tel: 035 874 5100
Fax: 035 870 1164

MEMORANDUM

Ref: 4/1/2/1/5
Enq: T.O. Mkhize

25 January 2024

TO : ALL DIRECTORS

**EXTERNAL ADVERTISEMENT: DEPUTY DIRECTOR-LEGAL SERVICES: OFFICE
OF THE MUNICIPAL MANAGER**

Attached herewith is the advertisement within the Office of the Municipal Manager to be filled.

You are therefore requested to inform your staff accordingly.



**S.M. Khomo
MUNICIPAL MANAGER**



EXTERNAL ADVERTISEMENT: REF NO. 4/1/2/1/5
OFFICE OF THE MUNICIPAL MANAGER

The Ulundi Municipality urgently requires the services of the suitably qualified person to fill the above-mentioned position within the Office of the Municipal Manager.

POSITION : DEPUTY DIRECTOR-LEGAL SERVICES
TASK GRADE : TASK GRADE 19 OF CATEGORY B LEVEL 2 LOCAL AUTHORITY
SALARY : R 886 702.92 – R 1 151 016.84 PER ANNUM

MINIMUM REQUIREMENTS

- LLB Degree or equivalent qualification with completed articles.
- 5 -6 years' experience in legal services
- Valid Code EB Driving License

THE SUCCESSFUL CANDIDATE WILL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:

- Directs and controls the provision of professional legal and ethical guidance, advice and opinions and supports processes to monitor compliance and control procedural applications.
- Manages the introduction and implementation of procedures to control the provision of comprehensive legal services.
- Directs and controls Key Performance Indicator's and outcomes of personnel.
- Implements procedures, systems and controls to regulate specific work sequences, actions, communication and general practices or processes.
- Prepares and disseminates opinion and interpretation of legal conditions and terminology contained in policy directives, bylaws and agreements or resolutions.
- Disseminates information and advice on the application or impacts of proposed courses of action, intention and decisions.

- Drafts and vets contractual agreements for compliance with legislative and council policy requirements.
- Applies legal procedures to institute or defend legal action on behalf of council.
- Manages processes associated with controlling conflicts of interest.
- Directs and controls the process of developing, alignment and risk assessment of policies and by-laws of Council.
- Control the process of developing alignment and risk assessment of policies and bylaws of Council.
- Disseminates strategic, functional and operational information on immediate, short- and long-term objectives and current developments, problems and constraints.
- Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.
- Conducts case law and legal research.
- Evaluating organizational controls and identifies opportunities to make recommendations on the review of current policy provisions or introduction of new policies and other authority frameworks that contains the necessary measures to curb legal risk to Council.
- Analyzing legal cost trends and preparing estimations for consideration, approval, and inclusion as professional fee provisions in the departmental budget.
- Evaluating the accessibility of information and case management systems to a broader internal / external client base, contributing to the development of electronic and participatory networking structures that can serve a wider audience with legal information, advice, opinions, and support services.

Application must clearly indicate “POST TITLE”, consist of a COMPREHENSIVE CV IN ENGLISH together with certified supporting documents. **These must be addressed to: The Municipal Manager, Ulundi Municipality, Private Bag X 17, Ulundi, 3838** or hand delivered to Office of the Human Resources Manager, Ulundi Municipality Civic Centre, BA 81 Prince Mangosuthu Street, Ulundi, 3838 by no later than **08 February 2024**. Applications received after the closing date will not be accepted or considered.

Enquiries may be directed to the Human Resources Manager, Miss T. Mthethwa, Telephone number **035 874 5100**.

Please note:

Faxed applications will not be accepted. Canvassing of advertised positions will disqualify any candidate from being considered for appointment. The Municipality subscribes to an Affirmative Action Programme, which is non-racist, non-sexist, non-discriminatory, and based on merit.

Should you not hear from the Municipality within 30 days of the closing date of the advert, please consider your application as being unsuccessful.

NOTICE PERIOD: 25 JANUARY 2024 – 08 FEBRUARY 2024



S.M. KHOMO

MUNICIPAL MANAGER