



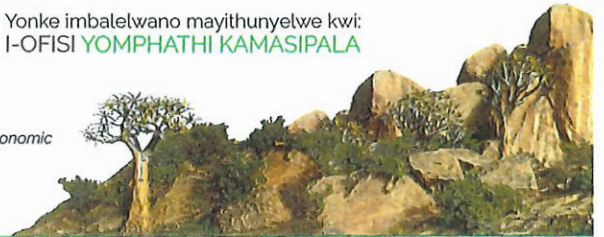
Nama Khoi Local Municipality

Posbus / P. O. Box 17
Privaatsak / Prvate Bag X22
SPRINGBOK, 8240
TEL: 027 718 8100
FAX: 027 712 1635
EMAIL: info@namakhoi.gov.za
WEB: <https://www.namakhoi.gov.za/>

VISION: *Building tomorrow, today.*

MISSION: *To deliver outstanding services to the community and to stimulate economic development in the region with the focus on the previously disadvantaged.*

- Alle korrespondensie moet gerig word aan die: KANTOOR VAN DIE **MUNISIPALE BESTUURDER**
- All correspondence to be addresses to the: OFFICE OF THE **MUNICIPAL MANAGER**
- Yonke imbalelwano mayithunyelwe kwi: I-OFISI **YOMPHATHI KAMASIPALA**



Nama Khoi Municipality is an equal opportunity and affirmative action employer. Applications must be directed to the pre - written application form of the Council available at all Service Points and Head Office in Springbok, in own handwriting with a complete CV, are awaited from relevant qualified persons to be appointed in the below position.

POST TITLE: *LEGAL ADVISOR (REF: 20/2024)*

REPORTING TO: *MUNICIPAL MANAGER*

PRESCRIBED MINIMUM QUALIFICATIONS / EXPERIENCE:

- B-degree in law and Preferable 2-3 years experience in a local government environment with exposure to the municipal legal field.
- Legal writing skills and Computer literacy and
- Admitted as an Attorney and Advanced labour law training

KEY PERFORMANCE AREA

- Give written legal or verbal legal advice and support to the Director Corporate Services and Municipal Manager and other co-officials on matters which may have legal implications.
- Manage the process of soliciting legal advice from attorneys, advocates, or other legal counsel on municipal matters (excluded normal ongoing actions for contraventions in planning, traffic, building and finance and make recommendations to the Municipal Manager).
- Provide legal guidance regarding council resolutions, litigations, defense of legal action, contracts, and services and consulting with officials regarding legal issues and keep abreast of current trends, legislative changes and developments in the profession and facilitate the implementation thereof.
- Constantly peruse Government and Provincial Gazettes for new or amended legislation and create and update an electronic legal library and prepare summaries on latest relevant court judgements and maintain a proper record thereof and distribute summaries to relevant staff within Nama Khoi Municipality.
- Distribute new legislation and amendments to Council, Municipal Manager, Directors, and relevant Managers.
- Assist in the investigation and prosecution of disciplinary hearings when requested by the Director Corporate Services; and Research relevant Case Law and prepare case reports in preparation of disputes.

SALARY: T12 Notch 1

APPLICATION MUST BE ADRESS TO:

Interested parties may submit a full application including a CV with certified copies of qualifications, ID, Driving License and all related documents to: Mr. J I Swartz, Municipal Manager, PO Box 17, SPRINGBOK, 8240. NOTE: No fax and email applications will be accepted: The municipality has the right not to fill this vacancy and have the right to verify the qualifications. Only shortlisted candidates will be contact and communicated with: Applicants who are not contacted within 30 days from closing date must accept that their application is unsuccessful. All inquiries must be addressed to Mr. J Makaza: Manager: Human Resources Management, tel: 027 - 718 8131

CLOSING DATE: 01 March 2024 at 12:00

JI SWARTZ
MUNICIPAL MANAGER