

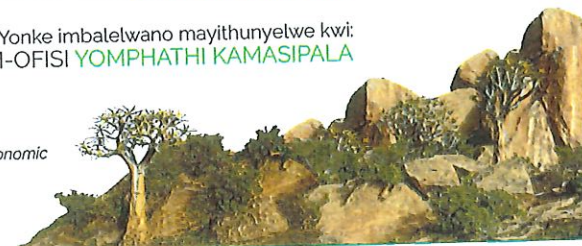
Nama Khoi Local Municipality

Posbus / P. O. Box 17
Privaatsak / Private 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: *CLERK: LEGAL SERVICES AND CONTRACT MANAGEMENT (REF: 21/2024)*

REPORTING TO: *LEGAL ADVISOR*

PRESCRIBED MINIMUM QUALIFICATIONS / EXPERIENCE:

- Diploma in Legal or Office Administration. Preferable 2-3 years experience in a local government environment
- Legal writing skills and Computer literacy
- Knowledge of local government legislation

KEY PERFORMANCE AREA

- Receiving correspondence / documents from attorneys
- Ensuring the signing of legal documents by the Municipal Manager
- Drafting (responding to) letters / correspondence, typing, signing obo, sending, and e-mailing to correspondence / attorneys, typing agreements, letters and memos
- Giving reports to supervisor on the follow-up / instructions given
- Issuing final notices to debtor, on instructions from the supervisor and Finance Department
- Compiling and updating spreadsheets of customers handed over to debt collectors / attorneys.
- Compiling lists of debtors to be written off as per instructions from the Attorney or Supervisor for approval by Council.
- Receiving requests from Legal Advisors to research specific subjects
- Researching weekly updates on new legislation and amendments to existing legislation (Butterworth's and Government Gazettes).
- Printing and handing to Legal Advisor.

SALARY: T9 Notch 1

APPLICATION MUST BE ADDRESS 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

J I SWARTZ
MUNICIPAL MANAGER