

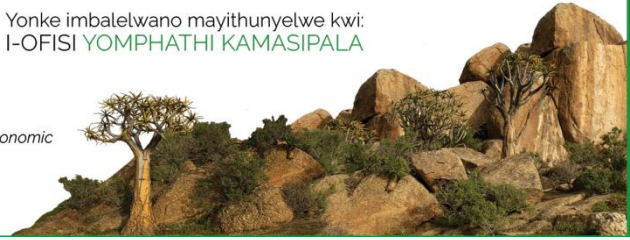


# Nama Khoi Local Municipality

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 SPRINGBOK, 8240  
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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 kwii: I-OFISI YOMPHATHI KAMASIPALA



## EXTERNAL

<b>VACANCY</b>	<b>LEGAL ADVISOR</b>
Ref. Nr	HR 29 /2025

*The following vacancy on the Municipality's staff establishment is available for dynamic and suitably qualified persons*

Post Title	Salary	Organogram	Location	Term
Legal Advisor x1	T14 (R41 312.54- R53 626.14)	Corporate	Nama Khoi Jurisdiction (Springbok)	Permanent

### Vacancy Details :

MINIMUM REQUIREMENTS	DUTIES
<ul style="list-style-type: none"> <li>• <b>Qualification</b> :LLB or B-Degree in law Admitted as an Attorney and advance labour law training Code B Drivers License. Computer Literacy :MS Office</li> <li>• <b>Experience</b>: 3 years legal experience in local government (Municipal legal field)</li> <li>• <b>SKILLS</b> : Computer Literacy – MS Office ; Legal writing skills</li> <li>• <b>Knowledge and Scope of work</b>: Responsible for handling a variety of assigned legal projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Give legal advice and support to Senior Management on matters which may have legal implications.</li> <li>• Manage the process of soliciting legal advice from attorneys, advocates , or other legal counsel on municipal matters .</li> <li>• Provide legal guidance regarding council legal matters and consulting with officials regarding legal issues</li> <li>• Keep abreast of current legislative changes and developments and facilitate the implementation thereof.</li> <li>• Constantly peruse Government and Provincial Gazettes for new or amended legislation.</li> <li>• Prepare summaries on latest court judgements.</li> <li>• Maintain recordkeeping .</li> <li>• Distribute new legislation and amendments to Council and Senior Management.</li> <li>• Assist in investigations and prosecution of disciplinary hearing and prepare case reports.</li> </ul>

*The competency level for this position is a level 2 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No.890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.*

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/Leadership Competencies
Written Communication/Drafting Oral Communication Advocacy negotiation Ethics and Professionalism organizational Awareness	<ul style="list-style-type: none"> <li>• Litigation Management</li> <li>• Research and Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal relationships</li> <li>• Communication</li> <li>• Service Delivery Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Action orientation</li> <li>• Perseverance/Resilience</li> <li>• Readiness for change</li> <li>• Cognitive ability</li> <li>• Learning Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Impact and Influence</li> <li>• Team orientation</li> <li>• Direction setting</li> <li>• Coaching and Mentoring</li> </ul>

A full job description is available upon request from [[granwell.cockrell@namakhoi.gov.za](mailto:granwell.cockrell@namakhoi.gov.za)].