

VACANCY VAKATURE



OFFICE OF THE MUNICIPAL MANAGER

PROSECUTOR (COURT)

WC044MMLEG1050

REF: LEGAL T15 01/03/22

SALARY SCALE: R523 296 – R 679 308 per annum T15

REQUIREMENTS:

- LLB degree
- Must have completed the Prospective Prosecutor course (Aspirant Prosecutor's Programme)
- At least 3 years' previous experience in legal environment which includes prosecution
- Knowledge of legal & administrative services and processes
- Code B Driver's license
- Computer literacy (Office Applications)
- Proficiency in at least 2 of the official languages of the Western Cape
- Good interpersonal relations and communication skills
- High level of responsibility
- Ability to deal with conflict situations
- Must be willing to work overtime

COMPETENCIES:

- Must be able to work under pressure with frequent interruptions
- Ability to work on diverse legal matters at the same time
- Ability to communicate legal advice to staff members in understandable terms
- Specialised court duties
- Good decision-making ability
- Knowledge of information management, planning and organisational ability

DUTIES:

- Prosecution Management
- Municipal Court processes
- Prosecution service
- Legal proceedings and liaison
- Forward Planning management
- Personnel management
- Relationship management and excellent communication

ENQUIRIES: MR WARREN MULLER (044 801 9072)

The George Municipality will consider all applications in terms of its Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, with the emphasis on appointing candidates from the designated/under – represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV, covering letter with a completed application form obtainable from the HR Office, Civic Centre, York Street, George. Please address your application to: The Manager Human Resources, PO Box 19, George, 6530 or via e-mail: recruitment@george.gov.za

Please note: Please attach certified copies of highest educational qualifications or relevant qualifications as per the job requirements. **State clearly on your application the reference number and post for which you are applying.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Late applications or applications sent via fax will not be accepted.

If you are not invited for an interview within 3 months of the closing date, please accept that your application was unsuccessful.

THE GEORGE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT

CLOSING DATE: 29 APRIL 2022

VACANCY VAKATURE



ICANDELO LOLAWULO: IINKONZO ZOMTHETHO NOKUTHOBELA

UMTSHUTSHISI (ENKUNDLENI)

WC044MMLEG1050

REF: : LEGAL T15 01/03/22

INQANABA LOMVUZU: R523 296 – R 679 308 ngonyaka T-15

IIMFUNeko:

- Isidanga seLLB
- Kufuneka ube uzigqibile izifundo zaBatshutshisi eziLindelekileyo
- Iminyaka emi-3 ubuncinane yamava angaphambili kwimeko yomthetho ebandakanya ukutshutshisa
- Ulwazi lweenkonzo zomthetho & nezolawulo kunye neenkqubo
- Ukhawudi B wephepha-mvume lokuqhuba
- Ulwazi lwekhompyutha (linkqubo ezifakwe kwikhompyutha zokusebenza e-ofisini)
- Ukukwazi ukunxibelelana ngeelwimi ezimbini kwezintathu zaseNtshona-Koloni
- Inqanaba elamkelekileyo lonxibelelwano kunye nezakhono zokusebenzisana nabantu
- Umgangatho ophezulu woxanduva
- Ukukwazi ukujongana neemeko zongquzulwano
- Kufuneka ukulungele ukusebenza ixesha elongezelekileyo

UBUCHULE

- Ukukwazi ukusebenza phantsi konxinzelelo olunophazamiseko rhoqo
- Ukukwazi ukusebenza kwimicimbi yezomthetho eyahlukeneyo ngexesha elinye
- Ukukwazi ukunxibelelana ngeengcebiso zomthetho kubasebenzi ngendlela eqondakalayo
- Imisebenzi yenkundla ekhethekileyo
- Ukukwazi ukuthatha izigqibo ezibalulekileyo
- Ulwazi lolawulo lolwazi, ucwangciso kunye nokukwazi ukulungiselela

IMISEBENZI:

- Ulawulo loTshutshiso
- linkqubo zeNkundla kaMasipala
- Inkonzo yotshutshiso
- linkqubo zomthetho kunye nonxibelelwano
- Ulawulo loCwangciso oluya phambili
- Ulawulo lwabasebenzi
- Ulawulo lobudlelwane kunye nonxibelelwano olubalaseleyo

IMIBUZO: MNU WARREN MULLER (044 801 9072)

uMasipala waseGeorge uya kuthathela ingqalelo zonke izicelo ngokweSicwangciso soLungelelwaniso kwiNgqesho esiyivumayo imfuneko ebalulekileyo yokwenza utshintsho kukwakheka ngokohlanga kwabasebenzi bakhe, kugxininiswa ekuqeshweni kwabagqatswa abavela kumaqela anyuliweyo/ angamelwanga ngokwaneleyo. Ukurhwebeshela ingqesho kuya kukhokelela kuthintelo lwesicelo oluzenzekelayo

Ukuba uyazanelisa iimfuneko, thumela iCV, incwadi ehamba nesicelo kunye nefomu yesicelo egcwalisweyo efunaneka kwi-ofisi yakwaHR, Civic Centre, eYork Street, eGeorge. Nceda thumela isicelo sakho ku: The Manager Human Resources, PO Box 19, George, 6530 okanye nge-imeyili: recruitment@george.gov.za

Nceda qaphela: Nceda uqhoboshele iikopi eziqinisekisiweyo zeyona mfundo iphakamileyo okanye iziqinisekiso ezifanelekileyo ngokweemfuno zomsebenzi. Chaza ngokucacileyo kwisicelo sakho inombolo yereferensi kunye nesithuba owenza isicelo saso. Isicelo sakho siya kuba phantsi kokuqinisekiswa kweziqinisekiso zakho kunye nokuhlolwa kwerekhodi lamatyala nolwaphulo - mthetho.

Izicelo ezifike emva kwexesha okanye izicelo ezithunyelwe ngefeksi aziyi kwamkelwa.

Ukuba awumenywanga kudliwano-ndlebe phakathi kweenyanga ezi-3 zomhla wokuvala, nceda wamkele ukuba isicelo sakho asiphumelelanga.

**UMASIPALA WASEGEORGE UGCINE ILUNGELO LOKUNGAQESHI
UMHLA WOKUVALA: 29 UTSHAZIMPUNZI 2022**