

EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

POST DESIGNATION: SENIOR MANAGER: LEGAL SUPPORT

(PERMANENT)

WC044CSL4388

REFERENCE: CORP T17 03/02/2023

Salary	: R 747 204 – 969 936 per annum T17
Additional Service Benefits	: Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements), 13th cheque, and Group Life Insurance
Perks	: Cellphone Allowance and Vehicle Allowance approximately R 10 285 (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- A relevant 3-year tertiary qualification preferably a B Degree in Law (LLB advantageous)
- Certificate of Municipal Minimum Competence Regulations or to be obtained within 18 months of appointment
- Computer Literacy (MS Office Applications)
- Excellent knowledge of legal programs and systems
- Code B Driver's license
- 5-8 Years relevant legal experience

COMPETENCIES:

- **Core Professional Competencies** – Written Communication/Drafting, Oral Communication, Advocacy/ Negotiation, Ethics and Professionalism, Organisational Awareness
- **Functional Competencies** – Litigation Management, Research and Analysis
- **Public Service Orientation Competencies** – Interpersonal Relationships, Communication, Service Delivery Orientation
- **Personal Competencies** – Action Orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation
- **Management /Leadership Competencies** – Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

KEY PERFORMANCE AREAS:

- To ensure that legal support is provided to the Political Office Bearers, Senior Management and first reporting line officials.
- To ensure that all contracts are properly drafted, vetted, and scrutinized, taking the interest of the Municipality into account.
- To ensure that line departments are advised on legal aspects of matters they need to attend to.
- To ensure that internal legal opinions are prepared.
- To ensure that the Register of Delegations is maintained and periodically updated.
- To ensure that Council's interest is adequately protected.
- To ensure that a comprehensive support function is presented and that all referred documentation conforms to legal requirements.
- To ensure that functions relating to the transfer of assets and rights in assets are well administered.
- To ensure that disciplinary hearings are conducted, and outcomes is based on sound legal principles.
- To ensure that general legal functions and support is well performed.
- To ensure legal compliance and to protect Councils interests.
- To ensure sound management and supervisory practices are followed to ensure a positive work environment.

- To ensure that the section complies with its mandate in terms of service delivery (access to criminal justice services and Municipal legislation) to the public at large.
- To represent the Municipality in disciplinary hearings as prosecutor and/or presiding officer and in arbitration matters at the CCMA and Bargaining Council.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must be available at all times and be willing to work long hours (attend meetings after hours and prepare work at home).
- Confidentiality and Integrity – working with sensitive matters.
- Must have the ability to attend to diverse legal matters.
- Must have the ability to communicate legal advice to staff members.
- Must be able to communicate in two of the official languages of the Western Cape.

ENQUIRIES: MS MARÍ MÜLLER (044 – 801 9076)

Applicants must submit a formal application form and a comprehensive CV, certified copies of qualifications, identity document and driver's license. Applications must be submitted **electronically** preferably as one PDF document to recruitment@george.gov.za. Application forms can be obtained from the municipal website, www.george.gov.za and completed application (application forms, CV and documents) must reach the Human Resource Department on or before 10 March 2023 at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email.**

Only electronic applications will be accepted. No late applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

- 1. Non-submission of certified copies of academic qualifications/records.**
- 2. Canvassing with the aim to be appointed.**
- 3. Submission of fraudulent qualifications and/ or documents.**

NB: Please note that shortlisted candidates will be subjected to a vetting process. By applying for this position, candidates agree to background checks being performed as well as verifications of qualifications.

Should you not hear from us within 30 days of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and employment equity. Preference will be given to applicants from the designated/under - represented groups.

Placement of candidates for work can be done in any area of George Municipality.

THE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT.

CLOSING DATE: 10 March 2023

VACANCY VAKATURE



DIREKTORAAT: KORPORATIEWE DIENSTE
POS BENAMING: SENIORBESTUURDER: REGSONDERSTEUNING
(PERMANENT)

WC044CSL4388

VERWYSING: CORP T17 03/02/2023

Salarisskaal : R 747 204 – 969 936 per annum T17

Additionele Diensvoordele : Mediese fonds, Pensioen, Behuising/huurtoelae (onderhewig aan voorgeskrewe vereistes), 13de tjek, en Groeplewensversekering

Voordele : Selfoontoelaag en Voertuigtoelaag ongeveer R 10 285 (onderhewig aan voorgeskrewe vereistes)

MINIMUM VEREISTES:

- 'n Relevante 3-jaar tersiêre kwalifikasie, verkieslik 'n B Graad in Regte (LLB voordelig)
- Sertifikaat "Municipal Minimum Competence Regulations" of binne 18 maande van aanstelling bekom word
- Rekenaargeletterdheid ("MS Office Applications")
- Uitstekende kennis van regsprogramme
- Kode EB Bestuurderslisensie
- Ten minste 5 – 8 jaar relevante regs ondervinding

VEREISTE BEVOEGDHEDE:

- **Kern Professionele Vaardighede** - Geskrewe Kommunikasie/Opstel, Mondelinge Kommunikasie, Voorspraak/Onderhandeling, Etiek en Professionaliteit, Organisasiebewustheid
- **Funksionele Bevoegdhe** – Litigasiebestuur, Navorsing en Analise
- **Staatsdiensoriënteringsbevoegdhe** – Interpersoonlike Verhoudings, Kommunikasie, Diensleweringsoriëntasie
- **Persoonlike Vaardighede** – Aksie-oriëntasie, Veerkragtigheid, Veranderingsgereedheid, Kognitiewe vermoë, Leeroriëntasie
- **Bestuurs-/Leierskapbevoegdhe** – Impak en invloed, Spanoriëntasie, Rigtingstelling, Afrigting en Mentorskap

HOOF PRESTEER AREAS:

- Om te verseker dat regs ondersteuning aan die Politieke Ampsdraers, Senior Bestuur en eerste verslagdoeningslyn amptenare verskaf word.
- Om te verseker dat alle kontrakte behoorlik opgestel, nagegaan en ondersoek word, met inagneming van die belange van die Munisipaliteit.
- Om te verseker dat lyndepartemente ingelig word oor regsaspekte van sake waaraan hulle aandag moet gee.
- Om te verseker dat interne regsmenings voorberei word.
- Om te verseker dat die Register van Delegasies bygehou en periodiek opgedateer word.
- Om te verseker dat die Raad se belange voldoende beskerm word
- Om te verseker dat 'n omvattende ondersteuningsfunksie aangebied word en dat alle verwysde dokumentasie aan wetlike vereistes voldoen.
- Om te verseker dat funksies met betrekking tot die oordrag van bates en regte in bates goed geadministreer word.
- Om te verseker dat dissiplinêre verhore gehou word, en uitkomst is gebaseer op suiwer regsbeginnels.
- Om te verseker dat algemene regsfunksies en ondersteuning goed uitgevoer word.
- Om wetlike nakoming te verseker en om die Raad se belange te beskerm.
- Om te verseker dat suiwer bestuur en toesighoudende praktyke gevolg word om 'n positiewe werksomgewing te verseker.

- Om te verseker dat die afdeling aan sy mandaat voldoen in terme van dienslewering (toegang tot strafregsdienste en munisipale wetgewing) aan die breë publiek.
- Om die Munisipaliteit te verteenwoordig in dissiplinêre verhore as 'n aanklaer en/of voorsittende beampte in arbitrasie aangeleenthede by die KVMA en Bedingingsraad.

SPESIALE VOORWAARDES GEKOPPEL AAN DIE POS:

- Moet te alle tye beskikbaar wees en bereid wees om lang ure te werk (woon vergaderings na-ure by en berei werk by die huis voor).
- Vertroulikheid en Integriteit – werk met sensitiewe sake.
- Moet die vermoë hê om aandag te gee aan diverse regsangeleenthede.
- Moet oor die vermoë beskik om regsadvies aan personeellede te kommunikeer.
- Moet in twee van die amptelike tale van die Wes-Kaap kan kommunikeer.

NAVRAE: MEJ MARÍ MÜLLER (044 801 9076)

Aansoekers moet 'n formele aansoekvorm en volledige CV, gesertifiseerde afskrifte van kwalifikasies, identiteitsdokument en bestuurslisensie indien. Aansoeke moet **elektronies**, verkieslik as 'n enkel PDF document ingedien word te recruitment@george.gov.za. Aansoekvorms kan verkry word van die munisipale webtuiste, www.george.gov.za. Volledige aansoeke (aansoekvorm, CV en ondersteunende dokumente moet voor/op 10 Maart 2023 om 12:00vm ingedien word. **Aansoekers moet duidelik die verwysingsnommer, posbenaming in die onderwerpreël van die e-pos meld.**

Slegs elektroniese aansoeke sal aanvaar word en geen laat aansoeke sal aanvaar word nie.

Diskwalifikasie:

Neem asseblief kennis dat die volgende tot diskwalifikasie sal lei:

1. Nie-indiening van gesertifiseerde afskrifte van akademiese kwalifikasies/rekords.
2. Gunswerwing met die doel om aangestel te word.
3. Indiening van bedrieglike kwalifikasies en/of dokumente.

NB: Neem kennis dat gekort lysde kandidate onderworpe sal wees aan 'n verifikasieproses. Deur aansoek te doen vir hierdie pos, stem kandidate toe dat agtergrond ondersoek verrig word asook verifikasies van kwalifikasies, asook krediet en/of kriminele rekord ondersoek.

Indien u nie binne 30 dae na die sluitingsdatum van ons verneem nie, kan u aanvaar dat u aansoek onsuksesvol was.

George Munisipaliteit is 'n gelyke geleentheid werkgewer, wat die beginsel van regstellende aksie en Diensbillikheid onderskryf. Voorkeur sal gegee word aan aansoekers uit die aangewese/onderverteenwoordigde groepe.

Plasing van kandidate vir werk kan in enige area van die George Munisipaliteit gedoen word.

DIE RAAD BEHOU DIE REG VOOR OM NIE 'N AANSTELLING TE MAAK NIE

SLUITINGSDATUM: 10 Maart 2023