

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: CORPORATE SERVICES**

**POST DESIGNATION: DEPUTY DIRECTOR: LEGAL AND COMPLIANCE SERVICES - GEORGE**

**PERMANENT APPOINTMENT**

**WC0440680**

**REFERENCE: 3878863**

**CLOSING DATE: 2025-11-14 AT 16:30 PM**

|                                    |                                                                                                                      |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Salary</b>                      | : R 1 085 904 – R 1 409 592 per annum T19 (subject to TASK job evaluation outcome)                                   |
| <b>Additional Service Benefits</b> | : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance |
| <b>Perks</b>                       | : Cellphone and Vehicle Allowance (subject to prescribed requirements)                                               |

### MINIMUM REQUIREMENTS:

- A relevant 3 year tertiary qualification preferably a B - Degree in Law (LLB advantageous)
- Computer Literacy: MS Office
- Valid drivers license
- 8 years or more relevant legal experience required of which at least 3 years must be supervisory experience

### PHYSICAL REQUIREMENT

- Must be a healthy mentally fit individual to handle the constant work pressure.
- Should be able to work under pressure, have quick thinking abilities and think analytical.

### 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:

- Give written or verbal legal advice and support to Council, The Speaker, Executive Mayor, Municipal Manager, Managers on the first reporting line, other functionaries on all matters which may have a legal implication to ensure that Council's interest is at all times adequately protected.
- Consider, research and comment on matters with a legal impact to ensure the protection of Council's interest.
- Attend Council and Committee meetings to give written or verbal legal advice or to obtain input on matters for further processing to ensure that Council takes well-informed and valid decisions.
- Oversee the distribution of new legislation and amendments to Council and managers and ensure

# VACANCY VAKATURE



- that council and employees act within the parameters of all relevant legislation (legal compliance).
- Drafting, amendment and/or repeal of Council's by-laws and policies to ensure that by-laws are correct, applicable and valid through regular review.
  - Liaise with public, Head of Departments and other officials, attorneys and advocates on various legal issues and possible litigation to ensure legal compliance and to protect Council's interests.
  - Ensure that strategic direction and advice is given to all Municipal and Political Offices.
  - Comment on reports to Council to ensure that reports comply with applicable legislation and Council's policies.
  - Draft, edit and peruse contracts and other legal documents to ensure that all legal documents of Council comply with legislation or the common law.
  - Ensure effective and efficient administrative functioned is performed.
  - Ensure sound HR practices and labour relations and that the Section's functions are in alignment with the George Municipality's IDP and Council Policies.
  - Ensure that personnel related functions and requirements are executed to ensure a positive work environment.
  - Ensure that good management principles are enforced and maintained.
  - Ensure that a professional service is rendered at the Municipal Court.

## **SPECIAL CONDITIONS ATTACHED TO THE POST**

- Should at all times be available and willing to work long hours (meetings after hours and preparation work at home).
- Confidentiality and integrity - working with sensitive matters
- Must have a good memory, interpersonal skills and excellent communication skills both verbal and written.
- Must at all times be cautious and take into account the financial risks associated with decisions/ opinions.
- Must have good management-, presentation- and project management skills.

**ENQUIRIES: BEVAN ELLMAN (044 801 9410)**

**PROBATION PERIOD:** 6 months

## **INSTRUCTIONS TO APPLICANTS**

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, [www.george.gov.za](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **14 November 2025** at **16:30pm**.

### **Please Note the following when applying on the Portal:**

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

**Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:**

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.

# VACANCY VAKATURE



- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

**Only online applications will be accepted.**

**The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.**

## **Disqualification:**

**Please note that the following may lead to disqualification:**

- Applicants who attempt to gain favour with any members of the selection panel or any other employee or councillor for that matter, will be disqualified.
- Applicants who intentionally misrepresent information in pursuit of their own benefit will also be disqualified.
- According to the Local Government Municipal Staff Regulations (Gazette no. 45181), a person who was dismissed from a Municipality for any reason stated in Annexure E of the said Regulations, may not be employed in any Municipality before the period set out in the Annexure, has expired (refer to Local Government Municipal Staff Regulations: Annexure E).
- Late applications will not be accepted.
- Candidates who do not adhere to the instructions for pre-liminary evaluations, practical assessment and interviews will be disqualified.

**NB:** Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

**The Municipality reserves the right not to make an appointment.**

Should you not hear from us within 3 months 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.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

**CLOSING DATE: 14 -11-2025 AT 16:30PM**