



NOTICE 137 OF 2023

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust and Dysseisdorp is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries, hospitality and tourism sectors.

Candidates with the minimum requirements, necessary integrity and excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all. **Applicants with a criminal record check report not older than (six) 6 months are requested to attach the outcome report to their application. Applicants with no criminal record check report are requested to attach proof of application for criminal record check to their application.**

**1 X LEGAL ADVISOR
DIVISION: CONTRACT & LEGAL
DEPARTMENT: CORPORATE SERVICES
T11 (R 303 425 - R393 876)**

REQUIREMENTS

- B. Degree in Law (LLB added advantageously)
- 2 - 5 Years relevant legal experience, preferably in a legal environment which includes local government law, litigation, contracts management, labour, administrative and delictual law
- Valid Code B Driver's License
- Good management, negotiating, interpersonal and report-writing skills
- Computer literacy (Excel, Word, PowerPoint, Outlook, etc.) essential
- Proficient in two of the three official languages of the Western Cape

KEY PERFORMANCE AREAS

- Providing effective legal support services to various departments
- Apply Legal law, legislation and policy principles to ensure compliance with the Constitution
- Coordinate all administrative duties with regard to processing information
- Assist the Legal Manager to ensure that legal implications in internal or external contracts or Service Level Agreements are considered where those are lacking
- Act as prosecutor and chairperson in disciplinary hearings if and when required
- Liaises with other departments to obtain relevant information for the compilation of legal and other documents and reports
- Responsible for handling a variety of moderately complex assigned legal projects
- Conducts professional legal work under the general direction, supervision and guidance of the Legal Manager



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, Learning Orientation.
- Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

Candidates must be willing to be subjected to an interview, practical and/or written assessment. They must also be aware that previous employers and references may be contacted and their qualifications, credit and criminal records be verified.

BENEFITS:

The Council offers competitive benefits such as a housing subsidy, a thirteenth cheque, a pension fund, medical aid fund, a study assistance scheme and the transport of furniture under certain conditions.

Applications must be done on the official application form of the Oudtshoorn Municipality, a covering letter accompanied by a comprehensive curriculum vitae, certified copies of qualifications and identity documents (not older than three (3) months) as well as particulars of at least three contactable references, must be submitted to **Chief HR Officer: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620** (submit applications to Recruitment & Selection section), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, www.oudtshoorn.gov.za.

CLOSING DATE: 14 July 2023 at 12:00

Please Note: Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum vitae will not be returned. Council will make appointments in line with its employment equity plan and also reserves the right not to make an appointment. No applications sent via e-mail/late applications will not be considered.

**MR W HENDRICKS
MUNICIPAL MANAGER**

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