



NOTICE 93 OF 2024 EXTERNAL NOTICE

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: LEGAL SERVICES - (WC/045/CS/CS/004)
DIVISION: LEGAL SERVICES
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
T13 (R425 085 – R551 787)

REQUIREMENTS

- B. Degree in Law
- 5 - 8 Years relevant legal experience
- Valid Code B Driver's License
- 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 law, legislation, and policy principles to ensure compliance with the Constitution
- Coordinate all administrative duties with regard to processing information (PAIA, PAJA, POPI Act)
- Assist the Legal Manager in drafting internal or external contracts and managing Service Level Agreements
- Assist in the coordination of property-related matters
- Act as prosecutor and chairperson in disciplinary hearings if and when required
- Liaises with other departments to obtain relevant information for 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 direction, supervision, and guidance of the Legal Manager, (By-laws and Policies)
- Advise Council on any legal matter when required



- Assist and advise MPAC in its operations

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. They must also be aware that previous employers and recent references may be contacted, and their qualifications, credit and criminal records be verified. The appointment will be subject to the signing of an employment contract and performance agreement.

BENEFITS:

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

Application must be on the official application form of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity documents (not older than three (3) months) as well as particulars of at least three recent 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: 11 April 2024 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 reserves the right not to make an appointment. No applications sent via e-mail/late applications will not be considered. Any misrepresentation in your application will lead to automatic disqualification.

**MR W HENDRICKS
MUNICIPAL MANAGER**

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