

KNYSNA MUNICIPALITY



Legal Advisor Legal Section DIRECTORATE CORPORATE SERVICES

Task Level 12

R245 304 to R318 384 (Basic Salary)

R370 706 to R465 153 (Total Remuneration Package)

KEY PERFORMANCE AREAS:

- Comment on reports and recommendations to Council
- Assist the Manager Legal Services in the drafting, amendment and/or repeal of Council's By-Laws
- Assist Manager Legal Services in the drafting, editing and perusing of contracts and other legal documents of Council and ensure compliance with legislation
- Attend Council and Committee meetings and give legal advice or to obtain input on matter for further processing to ensure that Council takes well informed and valid decisions
- Consider research and comments on matters with a legal impact
- Give legal written or verbal legal advice and support to Council, Speaker, Executive Mayor, Portfolio Chairpersons, Council Committees, Municipal Manager and other co-officials on all matters which may have legal implication
- Constantly peruse Government and Provincial Gazettes for new or amended legislation and update the legal library.
- Prepare summaries on latest relevant court judgements and maintain a proper record thereof
- Liaise with public and other officials, attorneys and advocates on various legal issues and possible litigation when the Manager Legal Services is not available or when so instructed
- Assist in the periodic amendment of the Delegation Register
- Assist the debtors section in the Finance Directorate with all matter relating to debt collection and credit control
- Receive and attend to all application for access to information in terms of PAIA and requests for reasons in terms of PAJA
- General Administrative duties to assist the Manager Legal Services

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Recognised Law Degree

At least 2 years practical legal experience in the field of law (either in private practice or a municipal legal environment)

Effective communication skills (oral and written) in at least two of the three Western Cape official languages

Proven knowledge of legal practice/procedures and developments in South African current law

Computer Literacy (MS Word, Excell, Powerpoint)

Additional Requirements:

Admission as an Attorney will be an added advantage.

Applicable Municipal Benefits will apply.

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint a Coloured or Indian female or an African or Indian Male if a suitable candidate in that category can be identified.

To apply applicants must complete a Knysna Municipality Application Form and submit a detailed up-to-date CV, Covering Letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.

Application forms are obtainable from Reception at the main Municipal Offices in Clyde Street, Knysna and Municipal website: www.knysna.gov.co.za.

Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: knysna@knysna.gov.za.

CLOSING DATE: 2 FEBRUARY 2016

Please note: If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

G S EASTON

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.