



Knysna

Municipality || Munisipaliteit || uMasipala

inclusive || innovative || inspired

KNYSNA MUNICIPALITY

Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:

MANAGER LEGAL SERVICES
DIRECTORATE CORPORATE SERVICES
Task Level 17: R856 896 to R1 112 352 (Basic Salary)
R1 193 819 to R1 524 140 (Total Cost to Council Package)
(PERMANENT APPOINTMENT)
Applicable Municipal benefits will apply.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- A Degree in law (LLB advantageous)
- 5 – 8 years relevant legal experience of which, at least two years in a local government environment will be an added advantage
- Computer Literacy (MS Office Package)
- Compliance with the Municipal Minimum Competency (MMC) Financial Management will be an advantage
- Proficiency in English and at least one of the other official languages of the Western Cape Province

KEY PERFORMANCE AREAS

- Identifies with the broad Legal Services strategy and defines, implements and monitors short-term plans/objectives
- Manage key processes, procedural and legal applications associated with the legal function
- Manage the flow of legal communication/advice/opinion from/to the organisation, media and broader communities
- Align and implement key legal requirements with respect to upholding the image and/or maintaining a positive perception of the Municipality in terms of Litigation Management
- Administer all processes relating to property related matters (acquisition, disposal, leases, administration, donations, servitudes, notarial agreements, deeds of sale and ownership confirmation of properties, co-ordinate conveyancing processes)
- Management of Human Resources in the Division in line with municipal policies and procedure and applicable legislation
- Provide inputs for budgetary purposes and ensure proper expenditure control measure to promote sound financial management practices
- Supervision of subordinates

COMPETENCIES

CORE PROFESSIONAL COMPETENCIES

Organizational Awareness, Consulting, Planning and Organising, Monitoring and Control, Negotiation, Oral and Written Communication

All applications will be considered, but in terms of its Employment Equity Target, the Municipality would prefer to appoint a Coloured female. Should candidates in this category not be found African and White Females or an Indian Male will be considered.

PLEASE NOTE: (Failure to comply with the below will result in disqualification)

- All applications **MUST** be on a Knysna Municipal Application form (<https://www.knysna.gov.za/wp-content/uploads/2022/09/Knysna-Municipality-New-Job-Application-From.pdf>) accompanied by a comprehensive CV with certified copies of qualifications (not older than 6 months), certified copy of ID, copies of training, experience, competency and previous employment record must accompany applications.
- Application forms are obtainable from the Municipal website: www.knysna.gov.za. Completed applications should be forwarded via email to: vacanciescorporate@knysna.gov.za

- Correspondence will ONLY be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.
- For enquiries, contact the Human Resources Office at 044 302 6418 or 044 302 6419 on email address: lphillips@knysna.gov.za.

Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

CLOSING DATE: 5 MARCH 2026

DR RICHARD MARTIN

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.