



TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

Tswelopele Local Municipality is an equal opportunity and affirmative action employer and requires the services of a suitable qualified person with relevant experience to fill the following vacancy. Persons designated in terms of applicable legislations as historically disadvantaged individual as well as people with disabilities are encouraged to apply.

EXTERNAL RE- ADVERTISEMENT

MANAGER LEGAL SERVICES & HR [DEPARTMENT: CORPORATE SERVICES]

REQUIREMENTS ⇒ Bachelors of Law / LLB ♦ At least 5 years' experience in legal profession and a valid driver's licence ♦ Profound knowledge of the Municipal legislation ♦ Excellent communication and interpersonal skills ♦ in-depth understanding of Labour Laws and Regulations ♦ Be admitted attorney of the High Court ♦ Ability to produce monthly, quarterly and annual reports within the stipulated timeframe ♦ High level of responsibility and confidentiality ♦ Analytical skills and ability to give attention to detail ♦ Problem solving and negotiation skills and be able to work under pressure ♦

- **MINIMUM PERFORMANCE AREAS** ⇒ • Manage, co-ordinate and control the key performance and result indicators associated with legal services • Provide comprehensive legal services to the institution to safeguard the Municipality's interests in all legal related matters • Ensure legal and regulatory compliance of the institution • Provide legal guidance regarding council resolutions, litigations, defence of legal action, contracts, services • Provide legal services regarding property administration, alienation, sales, leases, servitudes, deeds of sale, debt collections and issuing of summons Provide legal opinions • Manage the implementation of risk management and mitigation strategies across all directorial functions • Manage and control expenditure against the approved budget allocations • Disseminate guidance and information on specific key performance areas and requirements associated with performance management of the human capital of the Division • Render management and line function administrative support services to the division. • Develop Human Resources [HR] & related policies of the Municipality and ensure that they are not in contradiction with labour legislation, manage, implement and review these policies • Ensure compliance and implementation of Employment Equity policies and practices • Oversee Organisational design and job evaluation processes • Oversee employee assistance and wellness programmes, as well as safety of employees in the Municipality • Monitor the training and development programmes of the Municipality • Manage and control the application of specific procedures associated with maintaining sound Labour Relations • Develop and implement audit action plan, and ensure that HR & related information is readily available for internal and external audits • Produce monthly, quarterly and annual performance reports for the Human Resource Management Unit.

SALARY ⇒ **T16/1 R49 376.00 per month**

BENEFITS ⇒ Normal fringe benefits applicable to a Grade 2 municipality.

CLOSING DATE ⇒ 3 November 2023 at 12:00

Further information is available from the Director Corporate Services – Mr Rabanye telephone 051 853 1111.

Applications for this vacancy must be submitted and addressed to: The Acting Municipal Manager, Tswelopele Local Municipality and hand delivered, delivered by courier at the municipal offices situated at Civic Centre, Bosman Street, Bultfontein, 9670 or by email to: recruitment@tswelopele.org

No faxed or late applications will be considered. Applications not made on the prescribed application form of our municipality will not be considered. Applications with no valid driver's licence or uncertified copy as well as uncertified certificates shall be disqualified.

The shortlisted / recommended candidates will be subjected to security vetting.

Council reserves the right to place and move candidates anywhere within the municipal jurisdiction as well as the right not to make any appointment to this position. Canvassing for appointment will automatically disqualify an applicant.

If you have not heard from us within 3 months of the closing date, please accept that your application was not successful.

SS RABANYE
ACTING MUNICIPAL MANAGER
15 October 2023