



# HANTAM MUNISIPALITEIT

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Hantam Local Municipality, based in Calvinia, currently has the following vacancy and applications are awaited from competent persons who meet the set minimum job requirements. Prescribed application forms are available at the offices and on the website ([www.hantam.gov.za](http://www.hantam.gov.za)) of Hantam Local Municipality. Hantam Local Municipality is an equal opportunity employer and respects the provisions of the Employment Equity Act.

**MANAGER: LEGAL, COMPLIANCE AND  
TRANSVERSAL MATTERS  
REFERENCE NO: MM02-2024/25**

**REQUIREMENTS AND EXPERIENCE:**

- A relevant 3-year tertiary qualification, preferably a B-Degree in law (LLB)
- Admission to practice as an Attorney
- 2-5 years relevant legal experience required
- Code B driver's license
- Computer Literacy: MS Office
- Proficient in at least 2 official languages (Afr/Eng)
- Attention to detail
- Administration skills
- Protocol and business ethics
- Good communication and negotiation skills
- Good research ability
- Able to handle conflict
- Able to work under pressure
- Time management.

**KEY PERFORMANCE AREAS:**

- Providing legal advice to the municipality
- Contract management and administration
- Quality assurance and Compliance
- Drafting of items to management and council
- Handling of Disciplinary Cases and Disputes
- Logistical and Administrative services
- Supervision & Performance
- Administration and support
- Planning alignment
- Planning and strategy alignment
- Logistical and administration service for programs
- Financial Control
- Personnel and Performance Management

- Administration and Reporting
- Management of Ward Committees
- Management of Special Programs

### COMPETENCY LEVELS:

The competency level for this position is at level 2 as stipulated in Annexure A of the Municipal Staff Regulations Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> <li>•Written communication</li> <li>•Oral communication</li> <li>•Advocacy / Negotiation skills</li> <li>•Ethics and Professionalism</li> <li>•Organisational awareness</li> </ul>	<ul style="list-style-type: none"> <li>•Litigation Management</li> <li>•Research and Analysis</li> </ul>	<ul style="list-style-type: none"> <li>•Interpersonal Relationships</li> <li>•Communication</li> <li>•Service Delivery Orientation</li> </ul>	<ul style="list-style-type: none"> <li>•Action Orientation</li> <li>•Resilience</li> <li>•Change Readiness</li> <li>•Cognitive ability</li> <li>•Learning Orientation</li> </ul>	<ul style="list-style-type: none"> <li>•Impact and Influence</li> <li>•Team Orientation</li> <li>•Direction Setting</li> <li>•Coaching and Mentoring</li> </ul>

**SALARY:** Post Level T15 (R513 948 p.a.)

### GENERAL

All applications must include: a complete CV, certified copies (certified copies not older than 6 months) of qualifications, identity document, driver's license and the names of references (with their e-mail addresses) from current and previous employers.

Correspondence will be limited to shortlisted candidates only. If you do not receive feedback from the Municipality within 3 weeks after the closing date, you can accept your application as unsuccessful. Canvassing of Council members or any member of the Appointment Committee will immediately disqualify applicants. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, up to date and correct. Women, youth and people with disabilities are welcome to apply.

**Your application must be sent to: The Acting Municipal Manager, Hantam Local Municipality, 20 Dr. Nelson Mandela Drive, Calvinia, 8190. The prescribed application form for Hantam Local Municipality must be completed and not a Z83 form. E-mail applications are also accepted at email address: [records@hantam.gov.za](mailto:records@hantam.gov.za). Shortlisted applicants MUST bring along the original application to the interview. Candidates may be subjected to reference checks and personal credential verification. No late applications will be considered. Successful candidate will be expected to sign an employment contract and where applicable a performance agreement and disclosure of benefits and interest. Enquiries can be directed to Ms. E. De Wet (Manager HRM & Admin) on 027-341 8500.**

Hantam Local Municipality reserves the right not to appoint or fill the advertised post.

**CLOSING DATE: FRIDAY 13 SEPTEMBER 2024**

Mr. T. Tlhoale  
ACTING MUNICIPAL MANAGER