



HANTAM MUNISIPALITEIT HANTAM MUNICIPALITY

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) of Hantam Local Municipality. Hantam Local Municipality is an equal opportunity employer and respects the provisions of the Employment Equity Act.

MANAGER: LEGAL, COMPLIANCE & TRANSVERSAL MATTERS **REF NO: MM08-2024/25**

REQUIREMENTS AND EXPERIENCE:

- A relevant 3-year Tertiary qualification preferably a B-Degree in Law (LLB)
- 2-5 Years relevant legal experience
- Code B driver's License
- Computer Literacy: MS Office
- Proficient in at least 2 official languages (Afr/Eng)

KEY PERFORMANCE AREAS:

Council Support & Legal Administration • Legal Opinions: By-Laws • Legal Communication/ Advice • Contract Management and Administration • By-Laws • General Functions • Legal Action • Institution of Action • Defending of Action • Legal Information Service • Skills Development • Performance Management

JOB PURPOSE:

Manages the key performance areas of the Legal Service functionality through the provision of legal advice on pro-active and re-active basis to Council, Office of the Speaker (Public Participation, Ward committees and Petitions), MPAC and Portfolio Committees by applying knowledge of relevant legislation, statutes, ordinances, and by-laws, common law and case law; verifying that items appearing on the Council and Portfolio Committee's Agenda are legislatively compliant, including Section 79 Committees (Rules and Ethics, Policy & By-law Committee, and Monitoring & Evaluation); providing practical recommendation and solutions; examining and reviewing current legal strategies to address awareness and relationships; providing advice and guidance on the development of effective, professional and sustainable legal approaches and conducting research on legal case studies and legal precedents to manage legal implications and risks for Council and its Committees.

COMPETENCY LEVELS:

The competency level for this position is at the level 3 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">• Written Communication• Oral Communication• Advocacy/ Negotiation skills• Ethics and Professional• Organisational Awareness	<ul style="list-style-type: none">• Litigation Management• Research and Analysis	<ul style="list-style-type: none">• Interpersonal Relationships• Communication• Service Delivery Orientation	<ul style="list-style-type: none">• Action Orientation• Resilience• Change Readiness• Cognitive Ability• Learning Orientation	<ul style="list-style-type: none">• Impact and Influence• Team Orientation• Direction Setting• Coaching and Mentoring

SALARY: • Post Level T15 Notch 1 (R 545 124-00 per annum)

GENERAL:

• Certified copies of Identity Document, Qualifications, Certificates, not older than 6 months as well as a complete CV, must accompany your application form. • If you do not receive any feedback from the Municipality within 4 weeks after the closing date, you can accept that your application was unsuccessful. • The Municipality respects the conditions of the Protection of Personal Information you have provided us is true, up to date and correct. • Only shortlisted candidates will be contacted. • No late applications will be considered. • E-mailed applications will be accepted. • Women, youth and people with disabilities are welcome to apply • Recruitment with Councillors and / or any member of the appointment committee and / or any staff member of the Hantam Municipality, is inadmissible and will disqualify applicants immediately. • Please utilise the correct application form as provided per website. • Successful candidate(s) will be expected to sign a contract of employment, financial disclosure of benefits and interest and a performance contract (where applicable) with the employer. • All appointments are subjected to Police clearance which means that by applying for a position at the Municipality you give us permission to obtain a Police clearance.

Applications can be addressed to: Acting Municipal Manager: Mr. J.J. Fortuin, Hantam Local Municipality, 20 Dr Nelson Mandela Drive, Calvinia, 8190, E-mail: records@hantam.gov.za

Enquiries can be directed to: Mrs. E. de Wet; Director: Corporate Services on 027 341 8500

Hantam Local Municipality reserves the right not to make an appointment.

CLOSING DATE: FRIDAY, 06 JUNE 2025