



**ILEMBE DISTRICT MUNICIPALITY
ILEMBE UMASIPALA WESIFUNDA**

iLembe District Municipality is strategically positioned for Developmental and Economic potential in KZN. The Municipality subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998

OFFICE OF THE MUNICIPAL MANAGER

**LEGAL ADVISOR
TASK GRADE 14: R432 881.26 – R561 898.80 P.A.**

REQUIREMENTS:

- LLB Degree;
- Admission as an Attorney and/or Advocate;
- 3 - 4 years' experience in a legal fraternity;
- Knowledge of relevant legislation and ordinances;
- Knowledge of Municipal procedures, as well as systems and how they are related to external organisations;
- Thorough knowledge of policy and strategy formulation;
- Computer literacy (MS Word, MS Excel, Ms Outlook, and PowerPoint);
- Analytical, communication, and leadership skills;
- People management skills; and
- Valid Drivers' Licence;

RESPONSIBILITIES:

- Responsible for all the Municipal legal services and strategy;
- Keeping abreast of legislative changes and National Government requirements;
- Providing legal advice and opinions;
- Interpreting legal prescripts and documents;
- Guiding the formulation and/or amendment of Municipal policies;
- Formulating response to all legal matters facing the Municipality;
- Initiate and lead procedures intended to deal with all legal issues, including supply chain management;
- Drafting and proofreading all contracts and legal documents;
- Liaising and giving instructions to attorneys and advocates appointed to defend the Municipality;
- Submission of monthly, quarterly and annual reports on legal matters.

BENEFITS: 13th Cheque, Leave provision in terms of the SALGBC Collective Agreements, Natal Joint Pension Fund, Medical Aid and home ownership scheme subject to certain conditions.

Applicants must forward application letter together with relevant Curriculum Vitae and certified copies of qualifications, ID and any supporting documents to: **The Municipal Manager: iLembe District Municipality, iLembe House, 59/61 Mahatma Gandhi Street, KwaDukuza, 4450.**

Applicants are encouraged to use the **Employment Application Form** (Annexure B) available from the municipal website www.ilembe.gov.za and from iLembe House. Applications. Enquiries are to be directed to **Manager Human Resources: Mr GM Nzuzo on (032) 437 9348/9524**. The closing date for the submission is **25 March 2022 @ 16h00**. No late, faxed and/or incomplete applications will be considered.

Please note: Should you not be contacted by this office within three (3) months after the closing date, kindly consider that your application was not successful.


**NG KUMALO
MUNICIPAL MANAGER**