

MOSSEL BAY MUNICIPALITY

Mossel Bay Municipality, an employer committed to equal employment, invites persons to apply for the undermentioned vacancy

LEGAL ADVISOR: LEGAL SERVICES **(OFFICE OF THE MUNICIPAL MANAGER)** **MOSSEL BAY**

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Relevant NQF Level 7 tertiary qualification, preferably a Bachelor's Degree in Law
- Valid Code B driver's license
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Computer literate (Microsoft Office applications)
- Ability to work under pressure and deal with conflict situations
- Good interpersonal skills with a high level of responsibility
- Excellent oral and written communication skills
- In-depth knowledge of relevant legislation and subject matter
- Ability to set team goals, provide direction and foster a culture of ethical behaviour
- Research and analysis competencies
- Willing to work afterhours and travel to meeting venues
- Minimum of 5 to 8 years' experience in a legal environment which includes litigation, contract management, labour, administrative, delicts and environmental law

PREFERRED REQUIREMENTS

- LLB Degree (NQF Level 8)
- Admitted attorney or advocate
- Previous experience in Local Government and court procedure

KEY PERFORMANCE AREAS

- Provide legal advice to the Municipality
- Comment on draft legislation
- Draft policies and by-laws for the Municipality
- Participate in drafting pleadings and attend court with Attorney
- Consult with colleagues, councillors, attorneys or the public regarding specific issues
- Amend, draft and comment on contracts and service level agreements and management of contract administration system
- Follow public participation processes, draft final items for consideration and implement resolutions
- Preside independently and objectively over disciplinary hearings
- Align and implement key legal requirements with respect to upholding the image of the Municipality
- Institution and/or defending of legal action
- Coordinate and control tasks/activities associated with personnel performance, productivity and discipline
- Informal and formal reporting
- Interact diplomatically with various stakeholders to advise, assist, train, negotiate and convey information
- Advise, evaluate and deal with appeals with regards to tenders
- Drafting of quality items with recommendations to Council for consideration
- Attendance, administration and advice with regards to Code of Conduct for Councillors' Committee

SALARY SCALE:

All-inclusive total package of ± R822 475.63 – R1 019 291.08 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY:

R 511 041.36 - R 663 376.56 per annum (T15)

CLOSING DATE:

10 JUNE 2022

(No applications received after 13h00 will be accepted)

GENERAL:

- Shortlisted candidates may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- *Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant.*
- Applications in writing on the official application form and accompanied by a comprehensive CV, which will be regarded as confidential, must be directed to: The Senior Manager Human Resources, P O Box 25, Mossel Bay, 6500. Alternatively, electronic applications accompanied by the official application form and a comprehensive CV may be e-mailed to admin@mosselbay.gov.za. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant.
- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- Original certified copies of proof of qualifications and other required documentation must accompany the CV and application form.
- Shortlisted candidates who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- For equity purposes please indicate your race, gender and disability status on the application form.
- Further details are obtainable from Ms N De Wet or Ms J Ruiters at telephone number (044) - 6065000.
- If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.
- The Mossel Bay Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

MR. C PUREN

MUNICIPAL MANAGER

MOSELBAAI MUNISIPALITEIT

Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelykheidsindiensneming nooi persone om vir die ondergemelde vakature aansoek te doen

REGSADVISEUR: REGSDIENSTE**(KANTOOR VAN DIE MUNISIPALE BESTUURDER)****MOSELBAAI****VEREISTES**

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Verwante NKR Vlak 7 tersiêre kwalifikasie, verkieslik 'n Baccalaureus Regsgraad
- Geldige Kode B Bestuurderslisensie
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Rekenaargeletterd (Microsoft Office toepassings)
- Vermoë om onder druk te werk en konfliktsituasies te hanteer
- Goeie interpersoonlike vaardighede met 'n hoë vlak van verantwoordelikheid
- Uitstekende mondelinge en skriftelike kommunikasievaardighede
- In-diepte kennis van verwante onderwerpswetgewing
- Vermoë om spandoeelwitte te stel, rigting te verskaf en 'n kultuur van etiese gedrag aan te wakker
- Navorsing en analitiese vaardighede
- Bereid om na ure te werk en na vergaderingslokale te reis
- Minimum 5 tot 8 jaar ondervinding in 'n regsomgewing wat litigasie, kontrakbestuur, arbeid, administratiewe, delikte- en omgewingsregte insluit

VOORKEUR VEREISTES

- LLB Graad (NKR Vlak 8)
- Toegelate prokureur of advokaat
- Vorige ondervinding in Plaaslike Regering en hofprosedure

SLEUTEL PRESTASIE AREAS

- Voorsien regsadvies aan die Munisipaliteit
- Kommentaar op konsepwetgewing
- Beleid en verordeninge opstel vir die Munisipaliteit
- Deelname in pleidooi opstel en hofbywoning met Prokureur
- Konsulteer met kollegas, raadslede, prokureurs of die publiek aangaande spesifieke kwessies
- Wysig, opstel en kommentaar op kontrakte en diensvlak-ooreenkomste en bestuur van kontrak administrasie stelsel
- Volg publieke deelnameprosesse, opstel van konsep finale items vir oorweging en implementering beslissings
- Onafhanklike en objektiewe voorsitting oor dissiplinêre verhore
- Belyn en implementeer sleutel regsvereistes met betrekking tot handhawing van die beeld van die Munisipaliteit
- Instel en/of verdediging van regsaksie
- Koördineer en beheer take/aktiwiteite geassosieerd met personeelprestasie, produktiwiteit en dissipline
- Formele en informele verslagdoening
- Diplomatieuse interaksie met verskeie belanghebbendes om te adviseer, bystandverlening, opleiding, onderhandel en inligting oor te dra
- Adviseer, evalueer en hanteer appêlle met betrekking tot tenders
- Opstel van kwaliteit items met aanbevelings aan die Raad vir oorweging
- Bywoning, administrasie en advies met betrekking tot Gedragskode vir Raadslidkomitee

SALARISSKAAL: **Alles-insluitende totale pakket van ± R822 475.63 – R1 019 291.08 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13de tjek ingesluit.**

BASIESE SALARIS: **R 511 041.36 - R 663 376.56 per jaar (T15)**

SLUITINGSDATUM: **10 JUNIE 2022**
(Geen aansoeke ontvang na 13h00 sal aanvaar word nie)

ALGEMEEN:

- Kortlyskandidate mag onderwerp word en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- **Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod deur die Munisipaliteit gemaak word aan, en deur die aansoeker aanvaar is nie.**
- **Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV** wat as vertroulik beskou sal word, moet gerig word aan: Die Senior Bestuurder: Menslike Hulpbronne, Posbus 25, Mosselbaai 6500. **Alternatiewelik kan elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV per e-pos gestuur word aan admin@mosselbay.gov.za.** Hierdie voorwaardes is verpligtend en **versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.**
- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem.
- Oorspronklike gesertifiseerde kopie van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Kortlyskandidate wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde kopie van kwalifikasies en ander vereiste dokumentasie op of voor die datum van die praktiese toets voorsien.
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremdheidstatus aan.
- Verdere besonderhede is verkrygbaar by Me N de Wet of Me J Ruiters by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 40 dae na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone.

UMASIPALA WASEMOSSEL BHAYI

UMasipala waseMossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana umema abantu ukuba benze izicelo zesi sithuba silandelayo

UMCEBISI WEZOMTHETHO: IINKONZO ZOMTHETHO **(KWI-OFISI YOMPHATHI KAMASIPALA)** **E-MOSSEL BHAYI**

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Isiqu semfundo ephakamileyo ekuMgangatho ka NQF 7, ngokukhethekileyo isiDanga soMthetho
- Iimpepha-mvume zokuqhuba zeNqanaba B
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa.
- Ulwazi ngeKhompuyutha (inkqubo zika Microsoft Office)
- Ube unobuganga bokusebenza phantsi koxinezelelo
- Izakhono ezigqibeleleyo ziqhagamshelwano noluntu ngokoxanduva oluphezulu
- Izakhono ezigqibeleleyo zokuthetha kunye nezoxibelelwano ngembalelwano
- Ulwazi olunzulu ngemithetho echaphazelekayo kunye nemibandela ephantsi kwengxoxo
- Ubuganga bokumisela izigqaliselo zeqela, ukunikezela umkhomba-ndlela kwanokumisela isimo senkcubeko yendlela yokuziphatha kakuhle
- Ubuchule nolwazi ngokuphanda kunye nokuhlalutya
- Ube uzimisele ukusebenza iiyure ezingaphaya kwezo zomsebenzi kwanokuhambela kwiindawo zeentlanganiso
- Ubuncinane amava eminyaka emihlanu (5) ukuya kwesibhozo (8) kumsebenzi wezomthetho obandakanya umangalelwano, ulawulo lwezivumelwano, owabasebenzi, owolawulo, owamatyala okonakalisa ngokungakhathali kunye nomthetho wezendalo esingqongileyo

OKUYA KUKUTHETHELELA

- IsiDanga se LLB(Imfundo yeNqanaba NQF 8)
- Ube ubhaliswe okanye wamkelwe njengeGqwetha okanye iGqwetha leJaji
- Amava angaphambili kuRhulumente waseMakhaya kunye neenkqubo zenkundla yamatyala

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukunikezela ingcebiso yezomthetho kuMphathi kaMasipala
- Ukwenza izihlomelo kumthetho osaqulunqwayo
- Ukuqulunqa imigaqo-nkqubo kunye nemithetho kaMasipala
- Ukuthabatha inxaxheba ekuqulunqweni kweenkqubo zokuzithethelela kwanokuya enkundleni kunye neGqwetha
- Ukuqhagamshelana noogxa bakho, ooceba, amagqwetha okanye uluntu malunga nemibandela ethile
- Ukuguqula, ukuqulunqa kwanokuhlomla kwizivumelwano kunye nezivumelwano zenkonzo kwanokulawula inkqubo yolawulo lwezivumelwano
- Ukulandela iinkqubo zokuthatyathwa kwenxaxheba luluntu, ukuqulunqa imibandela/amanqaku okugqibela afuna ingqwalasela kunye nokunyazeliswa kwezigqibo

- Ukuchophela ngokungathabathi-cala nangendlela eqiqileyo iimviwo zoluleko
- Ukulungelelanisa kwanokunyanzelisa iimfuno ezingundoqo zomthetho malunga nokuphakamisa umgangatho kaMasipala
- Ukwenza/ukumisela kunye / okanye nokukhusela iintshukumo zomthetho
- Ukulungelelanisa nokulawula imisebenzi/iintshukumo ezingqamene nokusebenza kwabaqeshwa, imveliso kunye nesimilo
- Ukwenza ingxelo esesikweni kunye nengekho sesikweni
- Ukuqhagamshelana ngobuchule kunye nangokwahlukeneyo nabo babandakanyekayo ekucebiseni, ekuncediseni, ekuqeqesheni, kuthetha-thethwano kwanokugqithisa ulwazi
- Ukucebisa, ukuvavanya kwanokuqwalasela izibheni ezimalunga neziniki-maxabiso
- Ukuqulunga imibandela esemgangathweni kunye nezindululo ezifuna ingqwalasela yeBhunga
- Ukubakhona, ukulawula nokunika ingcebiso kwiKomiti yooCeba emalunga noMgaqo Wokuziphatha kooCeba

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga ne R822 475.63 – R1 019 291.08 ngonyaka. Izibonelelo zokuxhamla ezinjengoNcedo Lonyango, ingxowa yomhlala-phantsi, i-inshorensi yomqeshi, Umvuzo weBhonasi zonke zibandakanyiwe.

UMVUZU OSISISEKO:

R511 041.36 – R663 376.56 ngonyaka (T15)

UMHLA WOKUVALA:

10 JUNI 2022

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane baya kulindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo kubandakanya ukuvavanyelwa izakhono zokuqhuba
- ***.Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.***
- **Izicelo ezibhaliweyo kwifomu esesikweni nezikhatshwayi-CV egqibeleleyo**, neyakuthatyathwa njengeyimfihlo, kufuneka zingeniswe ku: The Senior Manager (Human Resources), P.O. Box 25, Mossel Bay, 6500. Kungenjalo, **izicelo ezenziwe ngobuchwepheshe nezikhatshwa yifomu yesicelo esesikweni kunye ne CV egqibeleleyo zingathunyelwa nge-imeyile ku admin@mosselbay.gov.za** Le miqathango isisinyanzelo kwaye **ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.**
- Iifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) **okanye** ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- Iikopi zeziqinisekiso zeziqulungano nezinqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqulungano kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingcombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn J Ruiters kule nombolo yomnxeba (044) - 606 5000.

- Ukuba umenzi-sicelo akufumenanga mpendulo kwisicelo sakhe kwisithuba seentsuku ezingama-40, angathabatha ukuba isicelo sakhe asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele ekuthobeleni iimfuno zoMthetho weNgqesho ngokulingana, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

MNU C PUREN

UMPHATHI KAMASIPALA