

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: Corporate Services**  
**POST DESIGNATION: Legal Advisor: Legal Support - George**  
**(Permanent)**  
**WC0444386**  
**REFERENCE: 3194697**

Salary: R578 580 - R751 080 (T15)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance  
Perks: Cellphone and Vehicle Allowance (subject to prescribed requirements)

### MINIMUM REQUIREMENTS:

A relevant 3-year tertiary qualification, preferably a B-Degree in law (LLB advantageous)  
Computer Literacy: MS Office  
Proficiency in at least 2 of the 3 official languages of the Western Cape  
Excellent knowledge of legal programs and systems  
Valid Drivers' License  
2 – 5 Years relevant legal experience required

### PREFERRED REQUIREMENTS

LLB degree or appropriate/equivalent legal qualification  
Admission as Attorney or Advocate of the High Court  
Delegation of the National Prosecuting Authority to appear as a Prosecutor  
Previous Municipal and/or Prosecuting experience

### PHYSICAL REQUIREMENTS:

The physical attributes required for the performance of task associated with specific key performance areas in the post require in the incumbent to be healthy and mentally fit  
Must be able to work under pressure — predetermined deadlines inherent to post and frequent interruptions, heavy workload

### COMPETENCIES:

**Core Professional Competencies:** Written Communication / Drafting, Oral Communication, Advocacy / Negotiation, Ethics and Professionalism, Organisational Awareness

**Functional Competencies:** Litigation Management, Research and Analysis

**Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Service Delivery Orientation

**Personal Competencies:** Action Orientation, Resilience, Change Readiness, Cognitive Ability  
Learning Orientation

**Management / Leadership Competencies:** Impact and Influence, Team Orientation, Direction Setting  
Coaching and Mentoring

### KEY PERFORMANCE AREAS:

Ensure effective management and planning for the efficient functional operation of the Support Section.  
Ensure that legal direction is provided internally to Officials, Departments and at official meetings.  
Ensure that internal legal opinions are prepared according to legal procedures.  
Ensure that external legal service providers are well managed, monitored and supported.  
Ensure that all representations and traffic violations are dealt with according to prescribed legal procedures.  
Ensure that the processing of all legal documentation and processes are carried through proper liaison with all concerned.  
Ensure that general legal functions and support is well performed.

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Ensure that all contracts are properly drafted, vetted and scrutinized taking the interests of the Municipality into account.

Ensure that the Register of Delegations is maintained and periodically updated.

Ensure that Council's interest is adequately protected.

Ensure that all changes to legislation is updated and maintained.

Ensure that functions relating to the transfer of Assets and rights in assets are well administered.

Ensure that disciplinary hearings are conducted and outcomes based on sound legal principles.

Ensure the smooth and effective functioning of the legal section and municipality.

Prosecute, process and administer all cases/representations with regard to municipal by-laws, criminal cases and traffic violations.

Provide prosecutorial service in compliance with Policy Directives of the National Director of Public Prosecution and the Criminal Procedure Act.

## **SPECIAL CONDITIONS ATTACHED TO THE POST:**

Must be willing to work overtime – attend to meetings after hours and preparation of matters from home.

Ability to work on diverse legal matters at the same time.

Ability to communicate legal advice to staff members in understandable terms.

Specialized Court duties / independent decision making.

Administrative skills.

Integrity, trustworthy and confidentiality.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** Mr. Kurt Pause (044 - 8019179)

## **INSTRUCTIONS TO APPLICANTS (Please read carefully)**

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, [www.george.gov.za](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **[2024-07-19]** at 16:30pm.

### **Please Note the following when applying on the Portal:**

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

**Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:**

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

**Only online applications will be accepted.**

**The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.**

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## **Disqualification:**

### **Please note that the following will lead to disqualification:**

Non-submission of required documents or submission of fraudulent documents.  
Canvassing of Councillors and/or officials.  
Non-adherence to the instructions on the advertisement.

**NB:** Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

### **The Municipality reserves the right not to make an appointment.**

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

**CLOSING DATE: [2024-07-19] AT 16:30PM**