



BREED VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

(INTERNAL & EXTERNAL ADVERTISEMENT)

DIRECTORATE: STRATEGIC SUPPORT SERVICES

DIVISION: LEGAL SERVICES

LOCATION: WORCESTER

LEGAL ADVISOR: ADMINISTRATION (PERMANENT)

BASIC SALARY: R 444 326.56 – R 576 746.31 per annum [T13]

(excluding municipal benefits)

Ref: SSS/LS01/1024

Job Purpose: Responsible for the effective administration of legal matters, management of contracts, initiate and chair disciplinary hearings, draft items to Council and committees in accordance with the relevant legislation, policies, procedures and guidelines.

Duties: Provide legal opinions by perusing documents to identify legal issue and consult with relevant stakeholders to obtain additional information • Conceptualising and analysing the legal problem • Conduct research on the subject, interpret legislation, case law and general legal position • Amending, drafting and commenting on contracts and service level agreements • Verify and control agreements for accuracy • Receive and attend to applications for access to information in terms of PAIA • Receive new application from designated Liquor Official of SAPS • Draft and submit recommendation to the Liquor Board and Liquor Official • Draft recommendation pertaining to extended liquor trading days and hours • Consider public liability claims and submit recommendations to the delegated authority • Provide legal advice on supply chain management disputes / appeals • Receive, consider and submit waiver applications of title deeds conditions to the delegated authority in compliance with Title Deed restriction • Initiate and chair disciplinary hearings • Provide legal and administrative compliance on development and implementation of Municipal by-laws • Scrutinize court documents to identify legal issue • Distribute court documents to relevant Directorate • Submit court documents to records section for filing and safekeeping.

Minimum Requirements:

- LLB or equivalent legal qualification (NQF level 7)
- Computer Literacy: MS Office
- 3 years relevant experience
- Code B Driver's License
- Fluent in at least two (2) of the three (3) official languages in the Western Cape
- *Applicants admitted as attorney / advocate will have an added advantage.*

Competencies: (For detail description of competencies, read competency level 2 from page 472 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>)

Core Professional Competencies: Written Communication, Oral Communication, Advocacy / Negotiation, Ethics and Professionalism, Organizational Awareness.

Functional Competencies: Litigation Management, Research and Analysis

Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.

Personal Competencies: Action Orientation, Resilience, Change Readiness, Cognitive ability, Learning orientation.

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

PLEASE NOTE: *Please read the below conditions carefully, only those who comply with the conditions will be considered*

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Only online applications will be accepted via the link: <https://bvmjobs.mcidirecthire.com>**
4. **When applying via the link above please ensure that you fill in all required fields.**
5. **Also attach an updated CV (Including details of at least three (3) contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, supporting documents and covering letter.**
6. **Applicant with a foreign educational qualification must submit a certificate of verification by SAQA**
7. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement subject to probation per the Local Government: Municipal Staff Regulations.
8. For enquiries contact the **Human Resources Office** at **023 348 4961** or on email address: jobs@bvm.gov.za
9. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
10. Fraudulent qualifications documentation or misrepresentation of information will immediately disqualify any applicant.
11. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **14 November 2024** at 13:00.

The Municipality reserves its right not to make an appointment.