



Chief Admin / Legal Officer

Applications are invited from suitably qualified individuals to apply for the following position

Post: Chief Admin/Legal Officer
Salary Level: L3/T14

Requirements

Bachelors of Law or equivalent qualification with necessary experience, exposure in legal matters, a broad understanding of the legal framework, interpretation and application of policies, computer literacy is an inherent requirement of the job, time management and ability to meet deadlines.

Experience:

Extensive experience in Labour Law will serve as an added advantage

Key performance areas

- Handling of all legal actions instituted by or against the council
- Provision of legal opinions and advice to line functionaries on administrative legal matters
- Drafting of legal documents such as contracts, lease agreements etc.
- Supervision of junior staff members
- Assist immediate supervisor with the compiling of agenda.
- Representing Phumelela Local municipality in disciplinary hearings, SALGBC, CCMA
- Form part of delegation in the Labour forum
- **Duration:** Permanent Appointment

Please note

- Fraudulent qualifications, information or documents will disqualify any applicant
- Canvassing is prohibited and will disqualify any applicant
- Faxes and e-mail are not acceptable
- Applicants who have not been contacted within 90 days after the closing date should accept that their applications were unsuccessful.

Application with comprehensive CV's and certified copies of qualifications should be forwarded to:

Municipal Manager
Phumelela Local Municipality
Private Bag X5
Vrede, 9835

OR

Handed in at the office No. 52 Kuhn Street, Vrede

Closing date: 5 April 2013

Enquiries: Human Resource Officer (R T Tshabalala)
Tel: 058 913 8300

Mr. T.M. Moremi
Municipal Manager