



BEAUFORT WEST MUNICIPALITY

**EXTERNAL
NOTICE NR: 50/2021**

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference

DIRECTORATE: CORPORATE SERVICES SECTION: LEGAL SERVICES

**WC0531025 - Korp 52 – SENIOR MANAGER: LEGAL SERVICES
SALARY: T16: R517 755.00 – R672 066.00 PER ANNUM**

JOB PURPOSE:

To manage the key performance areas and result indicators associated with the provision of a comprehensive Legal and Administrative Service to the Municipality and the development, application and interpretation of legislation, agreements and policies in order to safeguard the Municipality's interests in all legally related matters.

QUALIFICATIONS/REQUIREMENTS/EXPERIENCE:

LLB Degree or equivalent qualification, major in public administration/ municipal administration. NQF Level 7 plus 4 years' relevant experience

Other requirements/skills: **Knowledge of legal & administrative services and processes **Code B Driver's license **Computer literacy (Office Applications) **Proficiency in at least 2 of the official languages of the W. Cape **Good management, human relations, interpersonal and communication skills **Change Management **Project Management, Planning & Organisation **Knowledge Management **Service delivery innovation **Problem Solving **High level of responsibility **Ability to work under pressure **Ability to deal with conflict situations

KEY DUTIES: **MANAGEMENT FUNCTIONS - Operational Planning and Strategy Alignment Researches and develops strategic and short term plans for Legal and Administrative Services **Generic Management Functions - Plans, coordinates and manages the activities of the Legal & Administration Services division **Vision & Strategies - Develops divisional vision and strategy **Productivity/Performance and Personnel Management - Directs and controls outcomes associated with utilization productivity and performance of personnel with the Administration Branch of the Corporate Department ** Resource Utilisation - Plans and manages utilisation of resources **OPERATIONAL MANAGEMENT FUNCTIONS - Provide administrative support systems for the municipality **Ensure that the tender administrative support wrt the process is carried out with due regard **Ensure that the registry, office auxiliary, switchboard, typing, security and civic amenities and translation services are functional and efficiently run **RISK MANAGEMENT - Manages and monitors procedures and processes associated with specific risk applications with regards to the Division **FINANCIAL CONTROL - Prepares draft capital and operating estimates and controls expenditure against the approved budget allocations in respect of the Division **PROCEDURES, SYSTEMS AND CONTROLS - Develops and implements procedures, systems and controls to regulate specific work and associated sequences associated with the functionality **CONTRACT AND SUPPLY CHAIN MANAGEMENT - Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility **PERSONNEL AND PERFORMANCE MANAGEMENT - Supervision and Control - Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline **Manages performance of employees in the division **MANAGEMENT OF THE LEGISLATIVE FRAMEWORK - Legal Advisory Services - Manages and controls the relevant processes and activities pertaining to legal services and provides legal guidance and advice to enable the Municipality to operate within relevant legal parameters **ADMINISTRATIVE FUNCTIONS - Reports and Correspondence - Manages and coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality ** Communication - Disseminates functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints of Legal Advisory Services **Responsible for the municipality's securities **PROPERTY TRANSACTIONS - Sale Of Residential Plots and Industrial And Business Premises/Stands in the whole of Beaufort West, Merweville and Nelspoort. **Land Utilization Administration **Responsible for audit queries of the division **Responsible to report insurance claims **Manage the archive functions **Writing of memoranda to Councillors and Head of Departments with relation to matters assigned to the functions of this post **Manages the implementation of procedures and systems associated with controlling document flow and quality systems/statutory and audit requirements recordkeeping **Informal and Formal Reporting * Presides over disciplinary hearings when necessary

BENEFITS

*Attractive benefits are offered such as Bonus equal to one month's salary * Pension-Provident/Retirement and Medical Aid Fund * Housing Subsidy * Ample leave * Sick leave.*

CLOSING DATE: TUESDAY 20 APRIL 2021

NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified copies of documentation of qualifications/valid drivers' licenses must be attached as proof to be considered. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment.

NO APPLICATIONS VIA FAX OR E-MAIL WILL BE ACCEPTED.

Full particulars and prescribed application forms can be obtained from **mrs L Barnard/mr AT Jacobs/mr. Adriaan Duimpies/ms. Imelda F Dourie at telephone 023-4148165/8190. Completed applications should be sent to or handed in at – THE MUNICIPAL MANAGER, PRIVATE BAG 582, 112 DONKIN STREET, BEAUFORT-WEST, 6970**