



## OFFICE OF THE MUNICIPAL MANAGER: INTERNAL / EXTERNAL ADVERTS

- Position : **MANAGER: LEGAL SERVICES**
- Salary : R659 503.68 per annum. Task Grade 16
- Minimum requirements & Experience : LL.B Degree – NQF Level 7. Computer Literacy – Office applications. Admission as an Admitted Attorney/ Advocate. 5 years Relevant experience. Proven track record in contract management, drafting, litigation and labor law.
- Key Competencies : Thorough legal knowledge of Local Government Sector processes. Excellent communication skills. Excellent legal report Writing and presentation skills. Attention to detail. Good negotiation and problem solving skills. Good legal research Methodology skills. Monitoring of performance.
- Key performance Areas : **Strategic Legal Management Functions Forward Planning:** Formulates and implements the broad Legal Services Strategy and, defines, implements and monitors short term plans/ objectives. **Personnel And Performance Management:** Manages and controls the Key Performance Indicator's and outcomes of personnel within the Section. **Legal Awareness By-Law Formulation & Agreements:** Manages key processes, procedural and legal applications associated with the Functionality. **Legal Advice:** Manages the flow of legal communication/ advice from/ to the organization, media and broader Communities. Represent the municipality at reconciliation, arbitration and hearing of cases that are referred to the CCMA, Bargaining Council and Labor Court. **Legal Compliance Functions:** Aligns and implements key legal requirements with Respect to upholding the image and/ or maintaining positive perceptions of the municipal.

Applicants are advised that applications are subject to vetting. Application forms are available on: <https://www.tokologo.gov.za/index.php/notices/vacancies>  
Applications should be forwarded to the Human Resources Department, Tokologo Local Municipality, Private Bag X 46, Boshof, 8340 or hand delivered at the Offices of Tokologo Local Municipality, cnr. Voortrekker Market Street, Boshof. Faxed or e-mailed applications will not be accepted.

Closing date for applications: **03 July 2025 at 16:00** Applicants are advised that if they have not heard from us within 60 days from the closing date, they should consider their applications as unsuccessful.

**NB: in submitting any information or documentation requested pursuant to this advertisement, you are consenting to the processing by Tokologo Local Municipality of your personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 (POPI Act) and its regulations. The Municipality also commits to handle all the submitted personal information in compliance with the POPI Act and in line with its POPIA Compliance Policy.**

Tokologo Local Municipality reserves its right to appoint or not appoint in this position.

(Tokologo Local Municipality aims to promote equity in the workplace by ensuring equal opportunity and fair treatment in employment, and by addressing the disadvantages experienced by certain group; Women, White People and People living with Disabilities)

**MR A.M SEHLOHO**  
**MUNICIPAL MANAGER**