



Mogale City
Local Municipality

The city is a heritage and an eco-tourism destination that incorporates a variety of tourist attractions ranging from beautiful scenery, natural vegetation, heritage and culture hence our tagline "Experience World Heritage, where Leisure and Adventure Awaits".

NB: This is a re-advertisement. Applicants who previously applied do not need to re-apply.

Manager: Legal Services

Permanent

Salary: R1 350 000 to R1 624 714.82 per annum

Purpose: • To plan and manage the key performance areas of the Legal and Labour Relations Service functionality through the provision of a legal service to the municipality on all legal matters, estates matters, mitigating legal risks in line with relevant legislations, regulations, guidelines, policies and procedures, legal advice on pro-active and re-active basis by applying knowledge of relevant legislation, statutes, ordinances, and by-laws, common law and case law. The role also entails a strategic focus on financial management and oversight within the legal division.

Key Performance Areas: • Legal and labour relations management functions • Development and revision of Standard Operation Procedures (SOP) • Legal awareness: • By-law formulation and agreements • Legal advice • Legal compliance functions • Management of disciplinary cases • Management of grievance processes • Management of disciplinary appeal • Management of conciliations • Facilitation and monitoring of the attendance to the memorial services • Administration of agreements • Development and management of strike and contingency plan • Stakeholder Relations • Change Management • Leadership, controlling and organising • Performance management of the Sub-Division • Human resource management • Financial Management: • Compiling a comprehensive budget indicating the financial requirements of the Sub-Division in line with the budget guidelines • Monitoring the expenditure of the Sub-Division to ensure that they are in line with the provisions of the budget • Preparing and presenting financial reports on the implementation of the SDBIP • Assisting in compiling and presenting quarterly financial reports to Section 80 Committee • Continuous improvement on service delivery.

Qualifications and Experience:

Essential: • A Bachelor's Degree in Law/NQF Level 7 (360 credits) (LLB advantageous) • 8 years of relevant legal experience • 5 years at management level • Admission as an Attorney • Financial management experience • Computer literacy: • MS Office and driver's license.

Preferred: • An Honours Degree in Law (LLM advantageous) • 9 years or more relevant experience in covering a broad range of legal services function • Admission as Attorney will be an added advantage • Computer literacy: • MS Office and driver's license.

To apply, submit a completed and signed application form available on our website: www.mogalecity.gov.za together with a comprehensive Curriculum Vitae and certified copies of ID, driver's license and relevant qualifications. All copies should be recently (no more than three months) certified from originals.

Applications can be forwarded to samueln@pinpointone.co.za

Enquiries: Alicia Barbeau, tel. (011) 325 5101

Closing date: Sunday, 03 August 2025

Applicants who have not received any correspondence from us within three months from the closing date can consider their application unsuccessful.

Security vetting will be conducted on all prospective employees.