



Mogale City

Local Municipality

EXTERNAL VACANCIES

Mogale City Local Municipality is committed to equal employment opportunity as contemplated in the Employment Equity Act 55 of 1998 for the advancement of previously disadvantaged and disabled persons. Mogale City Local Municipality is situated in the West Rand, Gauteng.

Mogale City Local Municipality
P O Box 94
KRUGERSDORP
17

DATE: 1/27/26 9:37 AM

DEPARTMENT: CORPORATE SUPPORT SERVICES

DIVISION: LEGAL SERVICES

SUB – DIVISION: LITIGATIONS AND EMPLOYEE RELATIONS MANAGEMENT

POST: LEGAL ADVISOR: LITIGATIONS MANAGEMENT X2

REFERENCE NUMBER: CS/LR/03

SALARY BAND 6-5 (R536 088.00 – R669 480.00) PER ANNUM EXCLUDING BENEFITS

REQUIREMENTS: A relevant 3- year tertiary qualification, preferably a Bachelor's Degree in Law (LLB) and Computer literacy: MS Office and possession of valid driver's license. Admission as Attorney will be an added advantage. 2- 5 years relevant legal experience required.

ATTRIBUTES: Written Communication/ Drafting. Oral Communication. Advocacy/ Negotiation. Ethics and Professionalism. Organisational Awareness.

KEY PERFORMANCE AREAS: Advising the Departments on Litigations. Support on the provision of advisory services. Contract and tender documents management. Compliance: Legal, regulatory and statutory framework and processes. Prepares and represents the Municipality in cases referred for conciliation/ arbitration to the South African Local Government Bargaining Council SALGBC/CCMA.

DIVISION: LEGAL SERVICES

SUB – DIVISION: LITIGATIONS AND EMPLOYEE RELATIONS MANAGEMENT

POST: OFFICER: EMPLOYEE RELATIONS MANAGEMENT

REFERENCE NUMBER: CS/LR/05

SALARY BAND 8 - 6 (R421 920.00 – R536 088.00) PER ANNUM EXCLUDING BENEFITS

REQUIREMENTS: Diploma in Labour Relations Management or Degree in Labour Relations Management. Computer Literacy: MS Office and possession of valid driver's license. 2-5 years of more relevant legal experience required.

ATTRIBUTES: **ATTRIBUTES:** Written Communication/ Drafting. Oral Communication. Advocacy/ Negotiation. Ethics and Professionalism. Organisational Awareness.

KEY PERFORMANCE AREAS: Investigation of misconduct cases. Management and safe keeping of ERM files. Formal and or informal disciplinary cases. Grievance processes. Disciplinary appeal. Local Labour Forum meeting. Conciliations processes. Strike and lockouts. Awareness training merges with HR functions. Employee Relations Management data.



Mogale City

Local Municipality



To apply use a prescribed application form obtainable from Mogale City Local Municipality website, stating the post you are applying for with attached detailed Curriculum Vitae, certified copies of ID and all the relevant qualifications certificates should be submitted to RecruitmentCS@mogalecity.gov.za quoting the reference number.

Documents should be certified from the original, and certification should not be older than 6 months. Women and persons with disabilities are encouraged to apply. Late applications will not be accepted. If you do not hear from us within 90 days of the closing date, please consider your application unsuccessful.

The Municipality reserves the right to appoint or not to appoint.

Shortlisted candidates may undergo criminal, credit and/reference checks & qualification verification where necessary. Failure to comply with instructions will result in the application being not considered.

All enquiries can be directed at: (011) 951 2585/ (011) 951 2019/(011) 951 2592.

CLOSING DATE: 12/02/2026

L. FAKAZI
MANAGER: HUMAN CAPITAL MANAGEMENT
DATE: 28/01/2026

M. DUBE
EXECUTIVE DIRECTOR: C.S.S
DATE: 28/01/2026