

**NEWCASTLE MUNICIPALITY**

**VACANCIES**

**RE-ADVERTISMENT**

The following vacancy exist in the department as mentioned hereunder :-

**DEPARTMENT : MUNICIPAL MANAGER : LEGAL UNIT**

**SENIOR LEGAL OFFICER : POST ID : SG91**

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| Position | **SENIOR LEGAL OFFICER** |
| Remuneration | **R475 737,63 per annum (Task Grade 14)**  |
| Qualifications | * LLB Degree
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| Experience | * 2 – 3 Year’s experience
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| Responsibilities | * Assist manager to prepare management reports on compliance matters
* Submits data to manager
* Vets contracts and provide legal advice on compliance matters
* Administers requests for access to information in terms of PAIA
* Advises officials of fair administrative action in terms of PAJA
* Updates compliance data base
* Represent manager and director in meetings, especially in external meetings
* Engages stakeholders on compliance matters
* Attend to additional legal work assigned by the manager and director
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**CV’s can be forwarded to the Directorate : Human Resources, and be placed in the box with Security in the Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Acting Municipal Manager, Mr V Govender at 034 – 328 7750.**

* Canvassing for appointment will automatically disqualify an applicant.
* If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
* The Directorate: Human Resources will not accept responsibility for information not mentioned in applications.
* **NO** late applications will be accepted.
* **NO** e-mails or faxes will be accepted.
* The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
* All applicants may be required to undergo a proficiency test.
* **NO** applications shall be considered without certified copies of the original documents of qualifications.
* The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representatively through the process of affirmative action.
* It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers

 and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.

* Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to

 disclose all financial interest and will be subjected to competency assessment.

* Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
* Applicants should be a South African citizen or permanent resident.
* **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

**CLOSING DATE: 13 AUGUST 2021**