

Winnie Madikizela-Mandela Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager
Tel: 039 251 0230
Fax: 039 251 0917
mahlakal@mbizana.gov.za

EXTERNAL ADVERT

Winnie Madikizela Mandela Local Municipality is a Category 2 Municipality that is committed to affirmative action and provisions of Employment Equity Act 55 of 1998. Applications are hereby invited from suitable qualified individuals to fill the vacant positions indicated below: -

1. POST:	MANAGER: LEGAL SERVICES
DEPARTMENT:	MUNICIPAL MANAGER'S OFFICE
CONTRACT:	PERMANENT
TASK GRADE:	16
REFERENCE:	WMMLM/JD/MLS
REMUNERATION:	R691 270.92 BASIC SALARY PER ANNUM

MINIMUM REQUIREMENTS:

- ✓ Grade 12;
- ✓ Bachelor's Degree in Law (LLB) (NQF level 7);
- ✓ Minimum of 3–4 years' experience in a legal services/legal environment of which 3 years must be at Supervisory level / middle management;
- ✓ Experience in municipal legal services will be an added advantage;
- ✓ Admission as an Attorney or Advocate of the High Court of South Africa will be an added advantage;
- ✓ Computer Literacy;
- ✓ A valid driver's license;
- ✓ Be able to interpret statutes, regulations and municipal by-laws;
- ✓ Understanding of Local Government Protocols, legislation and governance frameworks;

- ✓ Be in possession of good communication skills;
- ✓ Be fluent in at least two official languages; and
- ✓ Be able to work under pressure.

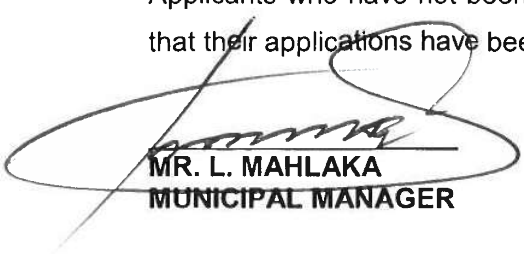
KEY PERFORMANCE AREAS:

- ✓ Providing legal support to the Municipal Manager, Senior Management, departments and Council on exercise of powers and functions and decision making through analysis and evaluation of attitudes and needs of the Municipality;
- ✓ Forward planning and legal strategy alignment;
- ✓ Facilitating the drafting and vetting of policies, procedures, by-laws and legal agreements and claims;
- ✓ Referring litigation matters to the appointed panel of attorneys and coordinating the reporting of external attorneys;
- ✓ Managing council contractual obligations and ensure legal compliance;
- ✓ Managing key processes, procedures and legal applications associated with legal awareness and opinions; and
- ✓ Managing the Compliance Register

An application form (available on the municipal website) must be completed to apply for the position and the reference number quoted, accompanied by a comprehensive CV with traceable references, copies of certificates, ID and driver's licence must be submitted as part of the applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: hr@mbizana.gov.za. For more information please contact: **Ms N. Mshweshwe on 039-251 0230** during office hours. **Closing date: 18 September 2026 @ 12pm.**

CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.

Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.


MR. L. MAHLAKA
MUNICIPAL MANAGER