



**MANDENI LOCAL MUNICIPALITY  
ADVERTISEMENT  
INTERNAL/ EXTERNAL VACANCY**

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position.

**DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER**  
**POSITION : MANAGER LEGAL LABOUR RELATIONS & RISK  
MANAGEMENT (PERMANENT APPOINTMENT)**

**TASK GRADE : T 17**

**(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)**

**SALARY NOTCH : R 716 254 per annum**

**SALARY SCALE : (R 716 254 pa – R 929 767 pa)**

**CLOSING DATE : FRIDAY, 24 MAY 2024 @ 12:00 PM**

**REF NO : PN 41/2024**

**MINIMUM REQUIREMENTS:**

- Matric Certificate
- LLB Degree or equivalent Law Degree (NQF 8)
- 3-5 years relevant legal experience required in Local Government of which 2 years must be at a supervisory level.
- Valid driver's licence Code 8

**KNOWLEDGE, SKILLS AND COMPETENCY**

- Interpret complex legal documents and translate them into simple comprehensible opinions, directives and communication.
- The ability to develop and present client or Municipality interests in appropriate forums, presenting and negotiation the best possible outcomes.
- Identifies risks involved and suggest new and alternative courses of action to treat the risk.
- Have basic administrative capacity to administer and manage litigation by receiving, recording and managing internal and external legal



correspondence, pleadings, summons and any other court papers served on the institution.

- The ability to establish and maintain productive relationships with people within and outside of the Municipality.

### **KEY PERFORMANCE AREARS**

- Manage, co-ordinate and control the key performance and result indicators associated with Legal services.
- Provide comprehensive legal services to the institution to safeguard the Municipality's interests in all legally related matters.
- Ensure legal and regulatory compliance of the institution.
- Provide legal guidance regarding council resolutions, litigations, defence of legal action, contracts, service.
- Provide legal services regarding property administration, alienation, sales, leases, servitudes, deeds of sale, debt collections and issuing of summons.
- Manage and control all aspects related to the application of specific procedures associated with maintaining a sound industrial/labour relation.
- Preparing reports on Disciplinary/Grievance cases referred and attended to, outlining outcomes/ awards for submission to specific Committees.
- Provision of guidance, interpretation and/or actions with respect to dispute settlement guided by legislation, regulations and procedures.
- Represent the Municipality in internal disciplinary process, CCMA, Bargaining Council and Labour Court when the need arises.
- Manage the implementation of risk management and mitigation strategies across all Directorial functions.
- Manage and control expenditure against the approved budget allocations.
- Develop, implement and revise the Municipality's Risk Management policies and procedures.
- Develop/review appropriate risk methodologies for the municipality.
- Facilitate and coordinate risk identification and assessment process.
- Monitor all risk mitigating projects.
- Report to the Audit Committee and Fraud and Risk Management Committee in predetermined format and content
- Lead, facilitate and advise departments in designing risk management programs within their own departments.



- Drive the implementation of fraud prevention initiatives as well as lead, develop and assist management in implementation of internal control strategies to mitigate fraud.
- Define and deploy fraud prevention and detection techniques and systems.
- Prepare and present reports on forensic audits to senior/executive management.
- Assist during fraud investigations.

**BENEFITS:**

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid, travelling allowance, Cell phone allowance and Pension fund would be applicable to the above post.

**DIRECTIONS TO CANDIDATES:**

Enquiries must be directed to Manager: Human Resource and Administration; tel: (032) 456 8200. Apply online using Mandeni Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) and attach full CV, photocopies of certificates, quoting the relevant reference number. Certified copies of certificates will only be submitted by the shortlisted candidates. If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful.

**NB: The municipality is an equal opportunity affirmative action employer. We are committed to the achievement of diversity equity, and maintenance in terms of race, gender, and disability, this is an employment equity target position and preference will be given to qualified female, therefore females are encouraged to apply. The municipality reserves the right not to make an appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with a disability are encouraged to apply.**

  
SG KHUZWAYO  
MUNICIPAL MANAGER

DATE: 08/05/2024