



**MSINGA MUNICIPALITY
EXTERNAL ADVERTISEMENT: LEGAL & COMPLIANCE OFFICER**

Msinga local municipality (KZ 244) invites suitably qualified candidates to apply for the following position:

**VACANT POST : LEGAL & COMPLIANCE OFFICER
SALARY SCALE : TASK GRADE 12: R 289 195.80 PER ANNUM**

REQUIREMENTS FOR THE POST:

- Matric
- Computer Literacy.
- Bachelor's Degree / National Diploma in Law.
- Clear understanding of Local Government legislation, including Municipal Structures, Systems Acts, MFMA.
- Sound knowledge of Labour Law
- 3 years experience

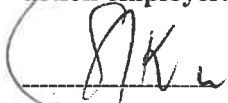
DUTIES AND RESPONSIBILITIES

- Interpretation of Local Government legislation and compliance.
- Drafting and interpreting of contracts.
- Monitoring of contracts.
- Implementation of a contract management system.
- Providing advice to relevant Council committees and structures dealing with Supply Chain Management.
- Monitor legislative amendments and developments
- Maintain records of all legal cases.
- Research and analyze information to compile and formulate new and amendments to legislation required to implement council policies.
- Attend to correspondence pertaining to legal matters.
- Ensure council's awareness of all new and amended powers and exemptions by applying knowledge of all relevant legislation.
- Provide legal service to the Council by ensuring that draft policies and by-laws are approved by Council.

Applications must be submitted on Msinga Municipality application form, obtainable from our Municipal Offices in Tugela Ferry and be handed in or posted to Private Bag x 530, Tugela Ferry, 3010, together with a comprehensive CV, Certified Copies of certificates and I.D Copy in a sealed envelope clearly marked "**APPLICATION: LEGAL & COMPLIANCE OFFICER**" not later than 12 noon on **11 SEPTEMBER 2019**. No late or faxed applications will be considered.

For further information regarding the requirements for the application as well as the post content, please contact **HR MANAGER: Miss TFN NKALA** or **DIRECTOR CORPORATE SERVICES: MR M.V NTANZI** on 033 493 0761/2/3/4.

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful. The municipality is an equal opportunity and Affirmative action employer.



S.L. SOKHELA
MUNICIPAL MANAGER

2019/08/20
REFERENCE: 4/3/R