



**MTUBATUBA LOCAL MUNICIPALITY  
UMASIPALA WASE-MTUBATUBA  
MTUBATUBA MUNISIPALITEIT**

Mtubatuba Municipality invites suitably qualified candidates who are innovative, committed individuals to apply for the following positions:

**MANAGER: LEGAL & REGULATORY COMPLIANCE  
TASK GRADE 15 OF CATEGORY 1 MUNICIPALITY  
PLUS FRINGE BENEFITS**

**MINIMUM QUALIFICATION AND EXPERIENCE:**

- ❖ Grade 12;
- ❖ A recognized Degree in Law / LLB;
- ❖ Computer Literacy – Office applications;
- ❖ 3 -5 years' experience in a Municipal environment;
- ❖ Valid Driver's license (code 8 minimum).

**KEY COMPETENCIES NEEDED:**

- ❖ Knowledge of the Local Government sector and applicable legislation;
- ❖ Planning and organizing skills;
- ❖ Good communication skills;
- ❖ Formulates and implements the municipal legal services strategy;
- ❖ Analyzing the adequacy of current legal approaches;
- ❖ National Government requirements with respect of access to information and formulation methodologies / policies detecting procedural legal application for consideration and matters approval;
- ❖ Analysing the effectiveness of functionality in maintaining positive perceptions with the immediate and broader community and implementing corrective measures to align legal structure and system;
- ❖ Providing legal advice/opinions to the council on the exercise of power and functions;
- ❖ Interpreting situation and contextual issues and researching relevant topics to enable preparation of legal documents system;
- ❖ Draft budget for the section;
- ❖ Supervision of staff section;
- ❖ Responsible for compilation of monthly, quarterly and annual reports;
- ❖ Ensure that Council complies with all applicable legislation;
- ❖ Prepare and manage municipal legal documents;
- ❖ Ensure enforcement of Municipal by laws; and
- ❖ Represent the municipality on labour cases.

**Enquiries in respect of the above position should be directed to the HR Manager on 035 - 5500069 during office hours. Interested candidates should submit application letter with Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy to: MTUBATUBA MUNICIPALITY, P.O. BOX 52, MTUBATUBA, 3935**

The closing date for applications is **24/03/2017, 15H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

**Municipal Manager  
Mr. A.J. Mngomezulu**