



INTERNAL/EXTERNAL JOB FORUM

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion, conscience and sexual orientation. Persons with disabilities are encouraged to apply. The City of Tshwane is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the City's Employment Equity Plan. The City retains the right not to make an appointment and to verify all information provided by candidates.

Applicants should note that they will be required to provide proof of their qualifications or any other relevant documents (certified copies or original documents) during the selection process. Appointments will be subject to the positive verification of qualifications (from Grade 12 upwards). Any misrepresentation of qualifications or information on the application of an applicant, failure to present proof of claimed qualifications or fraudulent qualifications will disqualify a candidate for appointment. If it is an internal candidate, he/she may be disciplined for misconduct.

The online system closes at midnight on the closing date and no late applications can be accepted. If you do not receive correspondence from our office within 21 days of the application's closing date, please consider your application unsuccessful.

The City of Tshwane seeks to fill the position as indicated in this job forum.

**APPLY ONLINE BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE
AND CLICKING THE E-RECRUITMENT LINK (LOCATED UNDER SERVICES)**

<https://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/e-Recruitment/Pages/default.aspx>

The job forum can be accessed at the following link:

<https://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

Closing date: 11 May 2023

Please note that online applications will close at midnight.

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: OFFICE OF THE SPEAKER

Location: Pretoria Central

Re-advertisement

Reference number	OFSP131-2023										
Position	DIRECTOR: LEGAL SERVICES (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T18										
Scale	R795 720,00 – R1 105 152,00 per annum										
Estimated remuneration package	R1 203 579,63 – R1 597 428,80 per annum										
Job purpose	<p>Giving advice to Council or officials on matters referred by researching statutes, case laws and other legal precedents, City of Tshwane by-laws, policies and procedure, etc; drafting legal opinions and briefs; assisting in outsourcing expert or complex legal issues; ensuring that legal provisions are taken into account in all Council affairs and ensuring that constitutional and legislative actions of the administration and Council are adhered to and followed in all matters of the City</p>										
Appointment requirements	<p>LLB or equivalent qualification Must be registered with the Law Society as an Attorney or Advocate At least five years' applicable experience in a legislative environment Extensive knowledge of the government and/or local government sector, with specific emphasis on legislation governing the sector and how these interface with the spheres of government Ability to make high-risk decisions of a long-term and strategic nature within a sound legal framework with an understanding of all relevant legislation and regulations, including the Constitution of the Republic of South Africa, 1996, the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) and the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) Computer literacy</p>										
Personal attributes and/or competencies	<p>Proven leadership and strategic abilities; proven administration skills; change management skills; knowledge management skills; problem-solving and analytical skills; people management and development skills; client orientated and customer focused; good communication skills; honesty and integrity; organisational skills; business acumen; advanced linguistic proficiency</p>										

Primary functions	Providing legal advice to Council, the Speaker and Section 79 oversight committees Providing legal assistance and services to Council and ensuring that the interests of Council and the City of Tshwane are protected Researching legislation relevant to the City to ensure that all briefs and instructions are correctly issued and dealt with Coordinating interactions between Council and external legal practitioners on referred matters Monitoring ongoing litigation by and against the City and the Office of the Speaker on referred matters
SAP	S70000749
New/natural attrition	Natural attrition
Enquiries	M Sigudhla (012 358 4229)

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