



CAPE WINELANDS DISTRICT

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Cape Winelands District Municipality strives towards rendering a dynamic and effective service to the community under its jurisdiction. As an Employment Equity Employer, we currently offer the following vacancy to an appropriately qualified and experienced individual.

DEPUTY DIRECTOR: LEGAL SERVICES

Job Profile:

- Provide effective administration by ensuring that the latest legal procedures are understood, followed and adhered to by studying and commenting on legislation and communicating its implications for the CWDM
- Manage the flow of legal communication/advice/opinion/contracts/service level agreements and other legal documentation from/to the CWDM and/or broader communities
- Provide legal advice to Council, Councillors, Senior Management and officials to ensure that accurate legal advice is communicated on a proactive and reactive basis, that CWDM is prepared and positioned to effectively address legal obligations an/or requirements and that the interests of the CWDM are protected
- Responsible to identify with the broad legal services strategy and to define, implement and monitor short-term plans/objectives to ensure that the latest legal procedures are understood, followed and adhered to by studying and commenting on legislation and communicating its implications for the CWDM
- Provide verbal legal input during meetings where policy is presented for adoption when requested
- Draft, assist and provide guidance in respect of contract management by being responsible and accountable
- Support effective labour relations within CWDM to ensure sound institutional management, labour relations and social justice are maintained
- Attend meetings to ensure appropriate legal input and sound legal advice to minimize risk and to protect the CWDM's interest and to ensure legal compliance
- Manage legal administration by drafting and safekeeping of correspondence in legal matters as well as communicating legal information to senior management and other colleagues
- Act as legal representative of the CWDM at meetings and provide legal support in respect of litigation, including litigation relating to labour disputes or legislative matters
- Ensure that the Systems of Delegations of the CWDM is regularly updated
- Provide independent and unassisted legal support to the Division: Supply Chain Management
- Ensure statutory compliance with the Promotion to Access to Information Act, 2000 (Act No. 2 of 2000)
- Assist with the formulation and drafting of municipal by-laws within relevant legal frameworks, determining the legality of by-laws and assist with facilitating with the approval of draft by-laws through effecting the relevant approval processes
- Provide legal direction and support to the administration and political leadership
- Co-ordinate and initiate appeal hearings by drafting and vetting notices and provide guidance on the approach and strategy to be adopted during the hearings
- Manage legal risk and identifying potential legal risks within CWDM by providing legal advice to ensure that all CWDM's risk management approaches are viable
- Responsible to provide legal and administrative support in respect of property matters
- Oversee the implementation of POPIA and the legislative compliance thereof, assist with all requests received from third parties and keeping abreast of the latest legislation and legislative changes

Minimum Requirements:

- BProc or LLB Degree or equivalent qualification
- Admitted Attorney or Advocate may serve as a recommendation
- 5 years relevant experience
- Valid motor vehicle driver's licence

- The appointee will be required, as a condition of his/her appointment, to obtain the Minimum Municipal Competency Levels in the unit standards for each competency area within 18 months from the date of appointment, as regulated by the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003): Municipal Regulations on Minimum Competency Levels
- Excellent computer system skills in all Microsoft Programs
- Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape Province
- Must be physically and mentally fit and healthy
- Must have good communication and written skills
- Must have sound interpersonal relations and conflict management skills
- Must have the ability to function under pressure – predetermined deadlines inherent to the post and frequent interruptions and heavy workload
- The ability to work independently without constant supervision and co-operatively with other to enhance teamwork
- Must have thorough knowledge of applicable legislation and policies of the functional areas of the CWDM and interpret legislation
- The ability to critically and analytically evaluate information and data to take informative decisions
- Must have good interpersonal relationships
- Ability to scrutinise own work and that of others to ensure accuracy and compliance with legislative requirements and guidelines
- The ability to acknowledge the contributions of others and to listen with interest
- The ability to relate professionally to people at all levels both within and outside the workplace
- Must be able to advise the Municipal Manager and management in order to enhance service delivery
- The ability to set accountability and integrity standards and adherence to accountable behavioural standards by leading by example
- The ability to provide direction and guidance through effective planning, management and evaluation of activities to ensure effective execution
- The ability to assume ultimate responsibility for own performance by keeping records and reports

Salary band: **R679 356 – R881 808 per annum**
 CTC on 1st notch R1,194,263 (subject to certain conditions)
A fixed monthly transport allowance will be applicable to this post.

Post Level: **T17**

Work Centre & Reference: **Stellenbosch (41)**

Closing date for applications: **01 July 2022 at 15:00**

Fringe benefits include: pension / retirement fund, medical scheme, group life insurance, 13th cheque and a non-pensionable accommodation allowance. Details regarding the comprehensive list of fringe benefits are available on request.

The closing date for applications is regarded the date on which minimum requirements as stipulated in this advertisement should be met by applicant. No supplementary documents will be accepted after the closing date. Applicants must acquire the prescribed application form from Ms CVG Theunis on (021) 888 5159 and Ms KA August on (021) 888 5120. [Duly completed applications, accompanied by originally-certified true copies of qualification certificates \(degrees, diplomas, certificates, school certificates, etc\) as well as required driver's licenses, Professional Driver's Permits and registration certificates from professional bodies, where applicable,](#) are to be forwarded to the Municipal Manager, Cape Winelands District Municipality, P.O. Box 100, Stellenbosch, 7599 in a sealed envelope and endorsed with the relevant post name on the envelope.

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted, and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

It should be noted that applications that do not adhere to the above mentioned prescriptions will not be considered, neither will late, faxed and / or electronically applications be considered.

Please note that, should no feedback be received by 30 September 2022 candidates may assume that their applications have been unsuccessful.

Canvassing will disqualify a candidate.