

AMAHLATHI LOCAL MUNICIPALITY



OFFICE OF THE MUNICIPAL MANAGER
12 Maclean Street
Private Bag X4002, Stutterheim, 4930
Tel: 043 683 5024 Fax: 043 683 1127
Website: www.amahlathi.gov.za

EXTERNAL ADVERTISEMENT **Notice No12/2026**

The Amahlathi Local Municipality is a category B (Grade 3) Municipality established in terms of the Municipal Structure Act. It encompasses towns of Stutterheim, Cathcart, Keiskammahoek, Kei Road and a number of surrounding rural areas. The municipality is looking for high-calibre, trend-setting strategist who are visionary, inspirational, customer centred and suitably qualified to fill the following positions:

DIRECTORATE: EXECUIVE SERVICES DEPARTMENT **MANAGER LEGAL SERVICES** **[TASK GRADE 16]**

[Salary Scale: R675 757.32 – R877 172.91 per annum excluding benefits]

MINIMUM REQUIREMENTS:

- Grade12
- LLB Degree or Equivalent Degree in Law (NQF Level 8)
- Admitted as an attorney or advocate (passed bar exam)
- Post Graduate Degree in Law (NQF LEVEL 9) and above will be an added advantage.
- Professional registration with relevant and recognised legal professional body.
- Valid driving licence (minimum code B) is essential.
- 5 years relevant legal experience
- Management Experience: At least 3 years must be at a middle management or supervisory level.
- Demonstrable experience in taking primary responsibility for correspondence, pleadings, legal memoranda, legal opinions and legislation.
- Demonstrate expert ability to communicate (Written and Verbally) complex legal concepts and documents in an understandable manner for the targeted audiences.
- The ability to identify and deal with ethical issues and conflicts of interest.
- Perform duties of the post competently
- Ability to provide strategic legal guidance

- Understanding of public sector procurement processes, municipal law, administrative law as well as administration of by-laws and delegation of powers and related matters.

KEY PERFORMANCE AREAS:

- Formulate and implement the broad legal Services Strategy
- Keeping abreast of legislative changes and National Government requirements with respect to access to information
- Leading the formulation of new or amended municipal by-laws, tariffs and policies
- Formulate methodologies/policies dictating procedural applications for consideration and approval.
- Analysing the adequacy of current legal approaches, submits reports supporting specific provisions associated with Legal Services interventions.
- Interpreting situational and contextual issues and reaching relevant topics to enable the preparation of legal documentation.
- Managing the flow of legal communications / advise from / to the organisation, media and broader communities.
- Providing legal advice to all Council Departments and Committees on matters relating to labour law.
- Managing the process of dealing with high – level complaints where rights are infringed.
- Evaluating and adjudicating issues which may include disciplinary proceedings against employees.
- Aligns and implements key legal requirements with respect to upholding the image and / maintaining positive perceptions of the municipality.
- Managing legal disputes brought against the municipality through applying legal procedures and managing stakeholders to resolve the legal.
- Breaking legal problems into component parts, identifying key issues, locate authority in the form of statute and case law and compile cogent legal arguments to support a position.
- Public service orientation, through implementing relevant internal personal relationships, communication and be service delivery oriented.
- Managing change and organizational success through continuous learning, cognitive problem solving, resilient and action orientation.
- Leadership competencies through impact and influence, team orientation, direction setting, coaching and mentoring.

The Amahlathi Municipality is an equal opportunity employer and thus in terms of its approved Employment Equity Plan, persons from previously disadvantaged groups will be given preference Coloured male, African female/male.

FRINGE BENEFITS

- Membership of Medical Aid, Pension, Provident or Retirement Fund.
- Annual Leave, in accordance with the standard leave regulations.
- 13th Cheque after completion of one year service.
- Housing Subsidy scheme subject to certain conditions.
- Study bursary and incentive scheme subject to certain conditions.

Interested persons should fill the application forms that are available at the Amahlathi Offices and website www.amahlathi.gov.za. The covering letter and detailed CV must be attached to the application forms together with certified copies of relevant certificates including ID, driver's License and submitted to: Amahlathi Local Municipality, Corporate Services Department, 14 Long Street, Stutterheim, or post applications to Private Bag X 4002, Stutterheim, 4930.

For enquiries, please contact **Ms T. Ndlamhlaba** at **(043) 285 0971**

Closing Date: 07 August 2026 @ 15h30

Only short-listed candidates will be contacted and if you are not contacted within 30 days after the closing date, you may regard your application as unsuccessful. It must be noted that Amahlathi Local Municipality reserves the right to not appoint in this position.

NB: No faxed, e-mailed, incomplete and late applications will be considered. Canvassing with Councillors and whoever, is not permitted and proof thereof will result in disqualification.

Amahlathi Local Municipality is an equal opportunity employer and thus in terms of its approved Employment Equity Plan, persons from previously disadvantage groups will be given preference.



Dr. Z SHASHA
MUNICIPAL MANAGER