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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

**PERMANENT POSITIONS**

- **Senior Legal Advisor**
- **Deputy Director: Legal Advisory Services**

**APPLICATION REQUIREMENTS**

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

**DISCLAIMER**

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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## SENIOR LEGAL ADVISOR

<b>DEPARTMENT:</b>	Group Legal and Contracts
<b>DIRECTORATE:</b>	<b>Legal Advisory Services</b>
<b>DESIGNATION:</b>	<b>Senior Legal Advisor</b>
<b>REMUNERATION:</b>	R49,989.72 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	158 Civic Boulevard, Metro Centre, Braamfontein

### **Minimum Requirements:**

- Bachelor's degree in law, e.g. LLB, and admission as an attorney or advocate to the bar;
- 6 – 8 years of practical legal experience and post-admission;
- Valid Driver's license; and
- No criminal record.

### **Primary Function:**


The incumbent will be responsible for rendering a comprehensive legal service to all departments of the Council with the view to ensure that all the decisions of the Council and its committees, heads of departments, and senior and junior officials, that have legal implications, comply with the law; that the potential of any legal claims against the Councils are minimized; and that, in all the documents signed on behalf of the Council, the interests of the Council are legally protected.


### **Key Performance Areas:**

- Render a professional legal advisory support service to Council departments, Municipal Entities (MEs), Executive Committees, and Section 79 Committees (i.e. legislative, procurement, and portfolio committees).
- Provide support and legal comments on reports to the Executive, Mayoral Committees, Supply Chain Management Committees, and Legislature.
- Solicit external legal opinions on specialized matters of the law.
- Draft reports to the Mayoral Committee and Section 79 Committees.
- Draft and review by-laws and policies on matters within the competency of the municipality and amendments thereto.
- Draft, vet, comment and negotiate agreements.
- Institute, defend and manage litigation.
- Represent Council before or on statutory bodies.
- Comment on legislation, ensuring and monitoring compliance with legislation to ensure a well-governed and managed City.



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### **Leading Competencies:**

- Computer literacy (MS Office Packages, including Word, Excel, and PowerPoint).
- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders.
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating, and time management skills.
- Analytical ability.
- Logical reasoning and sound judgment.

### **Core Competencies:**

- Knowledge of administrative law and inter-governmental relations.
- Collaborative/Teamwork, Values and Integrity, attention to detail and quality-focused.
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.
- Impact and Influence according to the City's protocols, legislation and standards.

***“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”***

**Please take note that only online applications will be considered. Please apply by using the following link below:**

<https://share-eu1.hsforms.com/15YiXGKMBSTexv6Tsip4Umwew554>

**APPLY ONLINE VIA THIS LINK: [www.joburg.org.za](http://www.joburg.org.za)**

### **ENQUIRIES ONLY:**

**Contact Person:** Mashudu Rasalanavho  
**Tel No:** 011 407 7644

**CLOSING DATE: TUESDAY, 30 APRIL 2024**

**Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:**


- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check, and Identity validation.



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## DEPUTY DIRECTOR: LEGAL ADVISORY SERVICES

<b><u>DEPARTMENT:</u></b>	Group Legal and Contracts
<b><u>DIRECTORATE:</u></b>	<b>Legal Advisory Services</b>
<b><u>DESIGNATION:</u></b>	<b>Deputy Director: Legal Advisory Services</b>
<b><u>REMUNERATION:</u></b>	R57 490.39pm (basic salary, excluding benefits),
<b><u>LOCATION:</u></b>	158 Civic Boulevard, Metro Centre, Braamfontein

### **Minimum Requirements: 0814575057**

- Bachelor's degree in Law at NQF level 7.
- 7 – 9 years of legal experience of which 3 years must be in a managerial or specialist level.
- Preferably an admitted Attorney, Advocate, Legal Professional / Specialist.
- Valid driver's license.
- No criminal record.

### **Primary Function:**

**To provide a comprehensive and innovate legal support services to the City and its ME's in order to ensure operations and decisions of the municipal structures and office bearers comply with the legislative requirements applicable to local government and that the interests of the Council are protected.**

### **Key Performance Areas:**

- To implement the legal and legislative framework within which the entire group should operate.
- To manage the implementation of legislative review framework and policy in the group.
- To ensure that critical performance indicators are identified, objectives aligned and appropriate procedures developed and implemented on approval to guide and direct the implementation of Group Legal and Contracts: Legal Advisory Services Directorate.
- Identify and define immediate, short and long-term objectives and processes associated with Legal Advisory Directorate.
- Directs and controls outcomes associated with utilisation, productivity and performance of personnel in the Legal Advisory Services Directorate and sub-directorate.
- Monitor and control of the annual legal budget to ensure that the Directorate and sub-directorate manages costs effectively within the approved budget.
- Facilitate the implementation of strategies, business plans policies and procedures of Council structures and departments relating to its functional area.
- Provide comprehensive litigation management for the City and its Municipal Entities.
- Manage litigation by and against the City and its Municipal Entities in the best interest of the City.
- To ensure that the City and Municipal Entities are kept abreast of the latest legislative environment and to ensure that the rule of law remains and the community operates within the confinements of City by-laws.
- Provide comments on legislation in the functional area.
- Oversee and manage legal advisors when providing legal support and assistance pertaining to by-laws in the functional area.



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- Pro-actively and /or immediately advise the MMCs and Heads of Departments on areas of non-compliance and legal risk relation to its area.
- Scrutinize comments to verify whether it complies legally.
- Manage and coordinate a proactive legal advisory service.
- Oversee the provision of legal support to the Mayoral and Sub-Mayoral Committee, Section 79 Committee and other committees within the functional area.
- To ensure the amendments schemes, consent uses, subdivisions, consolidations, street, park closures, premier consent, lifting of restrictive deed conditions, amendments of general township plans, extension of township boundaries and township establishments.
- To assist in the development and implementation of contract management framework for the City.
- Oversee contracts entered into by and between the City / Municipal Entities and third parties are administered and monitored.
- Ensure legal support and assistance to Supply Chain Management Department and other departments in procurement related matters.
- Manage and directs the implementation of decision of Council, Mayoral Committee, other committees of council and departments requiring agreements with external parties.
- To provide general legal advisory services to Political leaders, Heads of Departments, Committees or any meeting where legal advisory service is required.
- To ensure that the Directorate and sub-directorate provide an all-inclusive legal advisory service and perform other duties assigned as required within the Group Legal and Contracts Department.

#### **Leading Competencies:**

- Computer literacy (MS Office Packages, including Word, Excel, and PowerPoint).
- Good communication skills.
- Research and Analysis skills.
- Good judgement, problem-solving and decision-making skills.
- Analytical and innovative thinking skills.
- Good writing and drafting skills.
- Planning organising and networking skills.
- Coaching and mentoring skills.
- Management skills.
- Sound interpersonal relations and conflict management skills.

#### **Core Competencies:**

- Knowledge of the following:
  - Local Government;
  - Litigation management;
  - Legislation governing local government;
  - Legislation drafting and understanding;
  - Contract management and procurement.
- Responsible for handling the most complex legal matters, functions or projects.
- Monitor, supervise and guide knowledge of the legal advisors



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- Oversees legal matters requiring external legal assistance.
- Provides work leadership, functional advice and training to legal advisors.
- Excellent written communication skills, including the ability to prepare documents / presentations and briefing notes for the Department on complex and sensitive legal matters.
- Presenting the Department at various Committees of Council, Mayoral and Sub-Mayoral Committees.

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