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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>	R53 022,85 pm (basic salary, excluding benefits)
<b>LOCATION:</b>	158 Civic Boulevard, Metro Centre, Braamfontein

### Minimum Requirements:

- Grade 12 and a Bachelor's Degree in Law at NQF level 7;
- 6 – 8 years of relevant legal experience;
- No criminal record.

### Primary Function:

Render 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 legal support and comments on reports to the Executive, Mayoral Committees, Supply Chain Management Committees, and Legislature.
- Draft reports to the Mayoral Committee and Council Committees.
- Draft, vet, comment and negotiate agreements.
- Provide contract support and legal assistance to the department in procurement-related matters.
- Legal Department Contract Management Framework implementation.
- Institute, defend and manage litigation.
- Represent the City before or on statutory and other bodies.
- Provide information in respect of the litigation register.
- Manage case files and invoices received on litigious and other matters.
- Legal Department Policy implementation.
- Comment and monitor legislation.
- Draft and review by-laws and policies on matters within the competency of the municipality and amendments thereto.
- Draft, review, interpret and provide advice in respect of the Delegation of Authority framework to Political Office Bearers and Heads of Departments.
- Perform duties assigned as required within the Group Legal and Contracts Department and its Directorates.



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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.
- Sound interpersonal relations and conflict management skills.
- Good writing and drafting skills.
- Good judgement, problem-solving and decision-making skills.
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating, networking and time management skills.
- Analytical ability, logical reasoning and innovative and reasoning skills.
- Research and analysis skills.

### **Core Competencies:**

- Knowledge of:
  - Specialised legal advisory services;
  - Litigation management and representing the City at various statutory and other bodies;
  - Drafting and interpreting complex contracts;
  - Contract management and procurement;
  - Legislative drafting and understanding;
  - Local government environment;
  - Legislation governing local government;
  - Providing legal support to the most complex legal advisory matters, functions or projects;
  - Manage and oversee external legal professionals;
  - Provide work leadership, functional advice and training to officials in respect of legal functions, requirements or matters.
- 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/10uFJuHt1QXup0UsWlrFtGAew554>

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

### **ENQUIRIES ONLY:**

**Contact Person:** Kabelo Kgomosotho

**Tel No:** 011 407 7644



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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,
- Identity validation.