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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Legal and Procedural Advisor

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 in 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 acknowledgement 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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LEGAL AND PROCEDURAL ADVISOR

Department: Legislature
Branch: Legal and Procedural
Designation: Legal and Procedural Advisor x 2
Remuneration: R55 679,29pm (basic salary, excluding benefits)
Location: Braampark, Braamfontein

Minimum Requirements:

- LLB Degree (NQF level 8);
- 6 years' working experience in a Legal Environment (preferably from Local Government), specializing in Constitutional, Administrative & Procedural Law, including experience in Contract/Commercial Law;
- Parliamentary/Legislative work background will be an added advantage as well as Admission as Attorney/Advocate.

Primary Function:

Lead and manage the key performance areas and result indicators for the Legal Services Unit within the legislative arm of Council by ensuring provision of comprehensive and efficient Legal and Procedural Advisory services to Council, the Speaker, 18 Section 79 Committees of Council and the Administration of the Legislative arm and to ensure the development and implementation of effective systems, processes and procedures for provision of Professional Legal and Procedural support services.

Key Performance Areas:

- Oversee and control outcomes associated with utilization, productivity and performance of personnel within the Legal Unit;
- Identify, define and align the Unit's objectives against the departmental strategic objectives and financial resources;
- Oversee the provision, development and management of comprehensive legal and procedural support to Council, Speaker, Chief Whip, Chair of Chairs, Council Committees, Secretary to Council and all directorates within the Legislature;
- Ensure compliance by the legislative arm to legal requirements imposed by National and Provincial legislation (Acts);
- Ensure the management of Contracts concluded between the Legislative arm and external parties including Municipal Entities;
- Manage litigation by and against the Legislative arm of Council;
- Oversee the provision, development and management of comprehensive legal and administrative support services to the office of the Integrity Commissioner and Councilors.



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Leading Competencies:

- Computer literacy (MS Office; Presentation skills);
- Good communication, coordination and analytical skills;
- Programme and Project Management;
- Moral competence;
- Innovative behavior;
- Knowledge and Information Management;
- Team Player.

Core Competencies:

- Good knowledge and interpretation of Policy and Legislation;
- Good Governance;
- Knowledge of Supply Chain Management and Performance Management;
- 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 link below:

<https://share-eu1.hsforms.com/111YZP6HxQJqIF4RHBO1BQAew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Karabo Matuludi / Tebogo Mogodiri
Tel No: 011 407 6002 / 7207

CLOSING DATE: THURSDAY, 18 SEPTEMBER 2025



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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, and
- Identity validation.