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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Director: Legal Advisory Services**
- **Director: Contract Support**

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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DIRECTOR: LEGAL ADVISORY SERVICES

DEPARTMENT:	Group Legal and Contracts
DIRECTORATE:	Legal Advisory Services
DESIGNATION:	Director: Legal Advisory Services
REMUNERATION:	R79 386,55 pm (basic salary, excluding benefits)
LOCATION:	158 Civic Boulevard, Metro Centre, Braamfontein

Minimum Requirements:

- Grade 12 and a Bachelor's degree in Law at NQF level 7;
- 10 years of legal experience, of which 5 years must be at middle management level in a managerial position within a large organisation;
- Preferably an admitted Attorney or Advocate.

Primary Function:

Lead and direct comprehensive and innovative legal advisory and legal support services to the City and its MEs 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:

- Forward Planning, Productivity/Performance and Personnel Management, Financial Control
 - Develop and implement a legal advisory and legislative framework within which the entire Group should operate.
 - Manage and oversee the implementation of a legal advisory services policy in the entire Group.
 - Identify and define immediate, short-term, and long-term objectives associated with legal advisory and legal support services and processes.
 - Contribute and assist with the development of the Department and Directorate's Service Delivery and Budget Implementation Planning (SDBIP) for implementation by the Directorate and sub-directorate.
 - Directs and controls outcomes associated with the utilisation, productivity, and performance of personnel in the Legal Advisory Services Directorate.
 - Preparation, monitoring and control of the annual legal advisory services and legal budget.
 - Provide input to the Department's, Directorate's and sub-directorates Demand Planning process.
- Policy Implementation
 - Manage and facilitate the implementation of strategies, business plans, policies and procedures of Council structures and departments relating to its functional area.
- Legal Advisory Services
 - Direct the provision, development, and management of enabling legal support and advice to Council structures and departments relating to its functional area, by providing legal comments



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- Direct the provision, development, and management of enabling legal support and advice to Council structures and departments relating to its functional area, by providing legal opinions.
- Pro-actively and/or immediately advise the MMCs and Heads of Departments on areas of non-compliance and legal risks and mitigation thereof.
- Scrutinise comments to verify whether they comply legally.
- Manage a proactive legal advisory service.
- Manage and oversee the provision of legal support to the Mayoral committee, Sub-Mayoral Clusters, Section 79 Committee and other committees within the functional area.
- To ensure the amendments to schemes, consent uses, subdivisions, consolidations, street closures, park closures, premier consents, lifting of restrictive deed conditions, amendments of general township plans, extension of township boundaries and township establishments
- Litigation Management Services
 - Manage and ensure the management of litigation against the City and its Municipal Entities (MEs) in respect of the functional area and in the best interest of the City. Prepare, monitor and control the annual litigation costs budget.
 - Manage the representation of the City before various statutory forums and tribunals, such as the Public Protector, the Human Rights Commission etc.
 - Manage and oversee responses to the Auditor General.
 - Present and report to various council structures on the management of litigation in the Group
- Contract Support Services
 - Development and implementation of a Contract Management Framework for the Group.
 - Manage and oversee contracts entered into by and between the City/MEs and third parties are administered and monitored.
 - Manage and ensure contract support and legal assistance to the Supply Chain Management Department and other departments in procurement-related matters.
 - Manage and ensure contract and legal support and advice to procurement committees such as Bid Specification Committees, Bid Evaluation Committees, the Central Acquisition Committee, the Executive Adjudication Committee and the Accounting officer in procurement-related matters.
 - Manage and ensure that procurement within the City complies with the relevant legislation and policies when providing contract and legal support and advice.
 - Manage and ensure the provision of a Panel for Legal Professional Services for the Group.
- Legal Advocacy Services
 - Manage and coordinate By-Laws.
 - Oversee and manage the development, drafting and amendment of by-laws for the municipality,
 - Manage and oversee the provision of comments on new bills and legislation.
 - Developing and managing the Systems of Delegations for the City (Executive and Administration).



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- General
 - To provide general contract support and legal advisory services to Political leaders, Heads of Departments, committees or any meeting where contract support and legal advisory services is required.
 - Perform other duties assigned as required within the Group Legal & Contracts Department
- Organising
 - Manage and ensure effective and efficient Departmental, Directorate and sub-directorate functions, processes, procedures, systems and policies.
 - Manage and oversee the Recruitment, Selection & Placement process for sourcing of suitably qualified litigation specialists/ legal advisors and support staff for the Directorate and sub-directorate.
 - Ensure effective and efficient Procurement Management in line with Supply Chain Management processes, legislative, regulatory and policy framework
- Leading and Directing
 - Provide sound leadership for the achievement of the Directorate and sub- sub-directorate's objectives.
 - Manage the provision of expert advice and support to the Department's management in areas such as litigation management, operations, finance, human resources and strategy in as far as litigation management and legal advisory services are required.
 - Manage and facilitate communication and collaboration between different directorates, sub-directorate's and levels of management.
 - Build and maintain strong relationships with internal and external stakeholders.
 - Manage projects and initiatives to drive change and improvements within the Directorate and sub-directorates.
 - Manage and facilitate business analysis and recommend improvements to enhance the Directorate and sub-directorate's efficiency and effectiveness.
 - Stay up to date with industry trends and best practices to provide innovative solutions and recommendations to the Department's Management
- Monitoring, Controlling and Reporting
 - Manage and implement good governance and effective risk management systems.
 - Manage and ensure effective control of the Directorate and sub-directorate's Human Resources.
 - Manage and ensure effective Directorate and sub-directorate's Financial Resource control.
 - Manage and ensure effective Directorate and sub-directorate's Asset Management and Control.
 - Monitor and report on the progress and impact of the Department's Key Performance Indicators (KPIs) in relation to Contract Support and Legal Advisory Services
- Administration
 - Manage specific administrative and logistical requirements associated with the Department, Directorate and sub-directorate's operations
- Management functions include Forward Planning, Productivity/Performance and Personnel Management, Financial Control, Policy Implementation, Legal Advisory Services, Litigation Management Services, Contract Support Services, and Legal Advocacy Services.



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Leading Competencies:

- Computer literacy (MS Office Packages, including Word, Excel, and PowerPoint).
- Analytical and innovative thinking skills.
- Research and Analysis skills.
- Good communication skills.
- Good judgement, problem-solving and decision-making skills.
- Good writing and drafting skills.
- Planning, organising and networking skills.
- Coaching and Mentoring skills.
- Management skills.
- Sound interpersonal relations and conflict management skills.
- Human resource/ Staff management
- The ability to function under pressure - predetermined deadlines inherent to the post and frequent interruptions, and heavy workload.

Core Competencies:

- Knowledge of:
 - litigation management;
 - drafting and interpreting complex contracts;
 - contract management and procurement;
 - local government environment;
 - legislation governing local government;
 - legislative drafting and understanding,
- Manage and be accountable for handling the most complex legal advisory matters, functions or projects.
- Manage, monitor and guide knowledge of legal specialists and legal advisors.
- Manages and oversees legal advisory functions and legal matters requiring external legal assistance.
- Provides work leadership, functional advice and training to legal specialists and legal advisors;
- 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.”



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https://share-eu1.hsforms.com/1nw_cHgYPQxqh8Us5PF4bgAew554

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

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho
Tel No: 011 407 7644

CLOSING DATE: MONDAY, 08 DECEMBER 2025

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.



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DIRECTOR: CONTRACT SUPPORT

DEPARTMENT:	Group Legal and Contracts
DIRECTORATE:	Contract Support
DESIGNATION:	Director: Contract Support
REMUNERATION:	R79 386,55 pm (basic salary, excluding benefits)
LOCATION:	158 Civic Boulevard, Metro Centre, Braamfontein

Minimum Requirements:

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Primary Function:

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Key Performance Areas:

- Forward Planning, Productivity/ Performance and Personnel Management, Financial Control
 - Develop and implement a legal and contractual framework within which the entire Group should operate.
 - Manage and oversee the implementation of a legal and contract management policy in the entire Group.
 - Identify and define immediate, short-term, and long-term objectives associated with contract and legal support services and processes.
 - Contribute and assist with the development of the Department and Directorate's Service Delivery and Budget Implementation Planning (SDBIP) for implementation by the Directorate and sub-directorate.
 - Directs and controls outcomes associated with the utilisation, productivity, and performance of personnel in the Contract Support Services Directorate.
 - Preparation, monitoring and control of the annual contracts and legal budget.
 - Provide input to the Department's, Directorate's and sub-directorates Demand Planning Process
- Policy Implementation
 - Manage and facilitate the implementation of strategies, business plans, policies and procedures of Council structures and departments relating to its functional area
- Contract Support Services
 - Development and implementation of a Contract Management Framework for the Group.
 - Manage and oversee contracts entered into by and between the City/MEs and third parties are administered and monitored.



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- Manage and ensure contract support and legal assistance to the Supply Chain Management Department and other departments in procurement-related matters.
- Manage and ensure contract and legal support and advice to procurement committees such as Bid Specification Committees, Bid Evaluation Committees, the Central Acquisition Committee, the Executive Adjudication Committee and the Accounting officer in procurement-related matters.
- Manage and ensure that procurement within the City complies with the relevant legislation and policies when providing contract and legal support and advice.
- Manage and ensure the provision of a Panel for Legal Professional Services for the Group.
- Manage and direct the implementation of decisions of the Council, Mayoral Committee, other committees of the Council and departments requiring agreements with external parties
- Legal Advisory Services
 - Direct the provision, development, and management of enabling legal support and advice to Council structures and departments relating to its functional area, by providing legal comments.
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- Litigation Management Services
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