



SETOTO LOCAL MUNICIPALITY

INTERNAL / EXTERNAL ADVERTISEMENT

Setsoto Local Municipality, with its seat in Ficksburg, Free State, is an equal opportunity, affirmative action employer with clear employment equity targets. The Municipality intends to promote equity through the filling of posts, according to the set Employment Equity targets. Qualified people from designated groups, and people with disabilities, with the skills and expertise to discharge the duties of the under-mentioned position are invited to apply. African Males are encouraged to apply.

DIRECTORATE	: CORPORATE SERVICES
DIVISION	: LEGAL SERVICES
POSITION	: SENIOR LEGAL ADVISOR
UNIT	: FICKSBURG
SALARY	: R 566 279.45 Per Annum (PL 2)

REQUIREMENTS

A relevant 3-year tertiary qualification, preferably a B-degree in Law (LLB would be advantageous). Candidate must have 5-8 years relevant working legal experience. Be computer literate (Microsoft Office). Candidate must have a valid South African driver's license preferably Code B with no criminal record of any kind.

COMPETENCIES

Candidates must have good problem-solving abilities, report writing, presentation and negotiation skills. Candidates must be ethical and professional. Organizational awareness and interpersonal skills. Be responsible, reliable, be able to work independently and be able to take instructions. Be a team player with strong oral, written and verbal communication skills. Litigation management skills, contract management skills, conducting legal research and analysis. Knowledge of legislations applicable to Local Government. Statutory interpretation.

DUTIES

The successful candidate will be responsible for performing complex legal functions independently and with minimal supervision. Overseeing legal matters and briefing external attorneys on matters requiring external legal assistance. Managing litigations, formulating legal opinions and making recommendations to the Municipal Manager, Council, Internal Departments and other relevant stakeholders. Researching, developing and reviewing internal policies and ensuring legal compliance. Drafting Service Level Agreements, Lease Agreements, Deeds of Sale, Memorandums of Understanding; etc. Performing Contracts Management by examining the processes of entering contractual relationships, contract negotiation, applying skills, tactics and strategies of commercial contracts negotiation. Introducing mechanisms to address contractual issues pertaining to contract formation, dispute avoidance or resolution, variations, delays, disruptions, performance and other contractual issues. Ensuring an analysis-effective document control, by developing a Contracts Register and ensuring the maintenance and monitoring thereof on a monthly, quartal and annual basis. Implementing reviews of contractual governance in the Municipality to ensure contracts management excellence. Advising the Municipality with requests submitted in terms of PAJA, PAIA, POPIA.

ENQUIRIES

Me. S. Potloane (Acting Manager: HR Management) Tel (051) 933 9300

NOTE

Applications must be accompanied by a recently updated CV, as well as certified copies of all qualifications, ID document and two contactable employment referees. Failure to submit the requested documents will result in your application not being considered. Applicants who do not receive feedback within two months from the closing date must accept that their application was unsuccessful. Short-listed candidates will be subjected to reference checks, vetting, and signing of indemnity forms. A candidate who canvasses for preference will be disqualified. Applications received after the closing date will not be considered. Applications must be sent to the Municipal Manager, Setsoto Local Municipality, P O Box 116, Ficksburg 9730 or hand delivered at the Office of the Municipal Manager, 27 Voortrekker Street, Ficksburg, 9730, for Attention: Municipal Manager. Faxed or e-mailed applications will be automatically disqualified.

Closing date

11 September 2026 before CLOSE of business day (16h30)

Mrs. F.N Malatjie
MUNICIPAL MANAGER