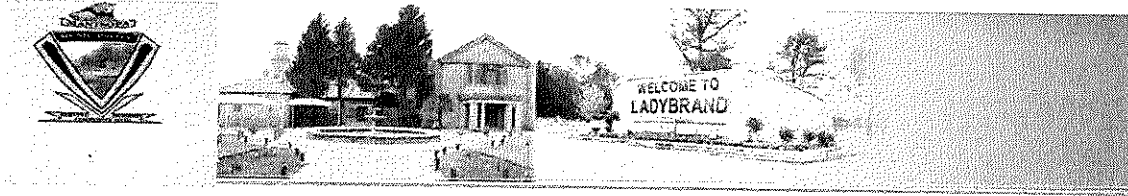


# MANTSOPA LOCAL MUNICIPALITY



MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT, ENCOURAGE SUITABLY QUALIFIED AND EXPERIENCED INDIVIDUALS IN THE UNDERMENTIONED POSITIONS TO APPLY. THAT YOU AUTOMATICALLY GIVE CONSENT TO THE MUNICIPALITY TO CONDUCT REFERENCE CHECKS AND VERIFICATION OF QUALIFICATIONS (POPIA & PAIA)

## DEPARTMENT OF CORPORATE SERVICES

### MANAGER ADMIN AND LEGAL

Salary: R412 500,52 post level 1

CAR ALLOWANCE SUBJECT TO 850 KM

#### Benefits of the position:

Pension / Provident fund, Medical Aid, 13<sup>th</sup> Cheque, leave and Car allowance

#### Requirements:

- Grade 12 Certificate and B Degree in Administration or Degree in Human Resources with Industrial Relations as a module. Post Graduate Diploma in Labour will serve as an added advantage.
- Knowledge and understanding of archives
- Good understanding and maintenance of BLUE filing system
- Ability to administer litigation matters and liaise with service providers on matters in the courts of law.
- Registration with a relevant professional body is a prerequisite and a 3-5 year's work experience.

#### Key Performance Areas:

- Provision of an effective administrative service to core service delivery functions by amending, adjusting and reviewing and participating in the design, development and implementation of information technology infrastructure and application platforms capable of satisfying business requirements and aligning document management systems to facilitate effective circulation, response, storage and retrieval.
- Development of admin strategy and implementation plan that are linked to the IDP.
- Co-ordinates and control procedures and research sequences associated with disciplinary and grievance cases and enquiries.
- Interpreting the nature of the case through studying of literature / transcripts from enquiries,
- Engaging the services of the Legal Practitioner and briefing / outlining investigational findings,
- Procedural and substantive issues and mitigating factors to support a favourable outcome,
- Presenting the case,
- Calling and questioning witnesses and presenting closing arguments,
- Analysing evidence and interpreting the applicability of specific policies and procedures.

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- Prepare and represent the municipality in cases referred for Conciliation / Arbitration
- Preside on disciplinary matters handled internally
- Signing of the confidentiality agreement; code of conduct and declaration is mandatory.

Please forward your CV and covering letter (including three contactable references) and certified copies of qualifications. To the following address:

**Human Resources Management  
Mantsopa Local Municipality  
P O Box 64,  
Ladybrand  
9745**

**Or**

**Hand delivery: 38 Joubert Street, Ladybrand, 9745**

Fax and / or E-mail applications will not be considered.

Enquiries can be directed to the HR Manager on telephone: 051 924 0654 / 5

Fraudulent qualifications, documentation or driver's license from applications will immediately be disqualified. A candidate / applicant who canvasses any Councillor for preferences will also be disqualified from the selection process or from appointment. The Municipality reserves the right to appoint or not to appoint.

**CLOSING DATE: 30 SEPTEMBER 2021 AT 16:30**

  
**MM LESOETSA  
ACTING MUNICIPAL MANAGER**