



EXTERNAL VACANCY

The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Directorate: Corporate Services, Department Contract, Legal, ICT and Building Management, to be filled permanently as soon as possible.

MANAGER: CONTRACT, LEGAL, ICT AND BUILDING MANAGEMENT

Requirements: A relevant 3 year tertiary qualification, preferably a B Degree in Law (Commercial Law will be an advantage). 5-8 Years or more relevant experience required. Computer Literacy: MS Office. A Valid Code B driver's licence.

Other requirements: The incumbent is responsible for handling the most complex legal matters or projects. Responsible for the supervision of Divisions in the Department Contract, Legal, ICT and Building Management. Applicants must be literate in at least two of the three official languages of the Western Cape.

Responsibilities/ Duties: Legal advice to Council and the Administration. Oversee the distribution of new legislation and amendments to Council and Managers. Monitor general legal compliance by all directorates. Administer, and develop a legal compliance system. Advise and assist line departments and senior management with legal compliance. Assist user departments with SCM contract management compliance issues. Report on non-compliance. Administer litigation. Liaise with external Legal Advisors. Ensure that legal opinions are well prepared to advise all structures in the Municipality. Ensure that the Municipality's own legislation is properly managed, new external legislation is interpreted and input is given to draft external legislation thereby protecting the interests of the Municipality. Prepare and comment on Legal documents. Provide legal support in respect of property transactions. Perform general functions pertaining to Legal Services to ensure that legal services are well-managed and coordinated. Manage, coordinate and control the tasks/activities of personnel in the Legal, ICT and Building Management Department and allocate and prioritize outcomes. To deliver an effective ICT services that is aligned to the ICT strategic plan and budget. Building Management. Ensure execution of maintenance plans. Contractor management and evaluation. Ensure buildings are OH&SA compliant.

The competency level for this position is a level 3 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> • Written Communication • Oral Communication • Advocacy/ Negotiation • Ethics and Professionalism • Organisational Awareness 	<ul style="list-style-type: none"> • Litigation Management • Research and Analysis 	<ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Service Delivery Orientation 	<ul style="list-style-type: none"> • Action orientation • Resilience • Change readiness • Cognitive ability • Learning Orientation 	<ul style="list-style-type: none"> • Impact and Influence • Team Orientation • Direction setting • Coaching and Mentoring

Job related enquiries Ms V Zeeman at (028 425 1157)

Salary: T-15= R 551 796 – R 716 268 per annum plus the normal fringe benefits of a Local Authority.

Closing date: 22 May 2024

All applications must be submitted on the prescribed ODM application form, (found on www.odm.org.za) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to aaugust@odm.org.za. Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

Please note:

1. Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
2. It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
3. Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
4. If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by Council.
5. The permanent appointment includes the signing of an employment contract, declaration of interest and performance agreement.
6. The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.