

# SETSOTO LOCAL MUNICIPALITY

## EXTERNAL ADVERTISEMENT

Setso Local Municipality, with its seat in Ficksburg, Free State, subscribes to the principles of the Employment Equity Act and needs to appoint a suitably qualified and experienced person in the following position. Persons with the required skills and expertise are invited to apply.

### CORPORATE SERVICES MANAGER LEGAL AND COMMUNICATION

#### REQUIREMENTS

- Legal qualification.
- Proven experience in legal field.
- Managerial experience of no less than 3 years.

#### DUTIES

- Provide legal advice to both the Mayor and the Municipal Manager.
- Serve as a link between the Municipality and Media (print or electronic).
- Provide strategic management responsibility to information technology management.
- Draft contracts, memorandum of understanding and other agreements.
- Manage the Legal Section of the Municipality and provide advisory services to Council.
- Formulate and provide legal opinions pertaining to the activities of the Council.

**REMUNERATION PACKAGE: R475 124,48 (all-inclusive)**

**BENEFITS:** Normal benefits applicable to the Local Authority will apply.

**NOTE:** By submitting your application to this institution, you are giving the Setsoto Local Municipality the right to make enquiries from your current and former employers as well as other references in your CV. All applicants should further note that should written notification not be received within two weeks of the closing date, it can be assumed that shortlisting, interviews and appointments have already been conducted.

- **Applications MUST be accompanied by comprehensive curriculum vitae with certified copies of qualifications.**
- **Applications should reach the Director: Corporate Services on or before 12:00 on 18/05/2012.**
- **Applications should be addressed to The Director: Corporate Services, Setsoto Municipality, PO Box 116, 9730.**
- **Applicants should note that canvassing for the appointment among councillors and managers will automatically disqualify such applicant.**

**ENQUIRIES:** All enquiries relating to this post should be directed to the Human Resources Manager on 051 933 9300.

**STRAMAKARANE  
MUNICIPAL MANAGER**

ISSUE DATE: 30/04/2012