



MARULENG MUNICIPALITY

65 SPRINGBOK STREET
P.O. BOX 627
HOEDSPRUIT
1380

TEL : (015) 590 1650

CORPORATE SERVICES

REF NO : 4/3/R

EXTERNAL ADVERTISEMENT

Applications are invited from suitably qualified and experienced candidates to fill vacant positions:

Position : Legal Advisor
Directorate : Corporate Services
Type : Permanent
Remuneration : R634 731.59 per annum plus 30% car allowance

Requirements: Grade 12 plus Bachelor of Law Degree/LLB and Admitted as an attorney with the right of appearance before the court. Minimum of five (5) years' experience in legal services and with sufficient understanding of local government. Excellent computer skills, particularly MS Word, MS Excel, and PowerPoint. Good communication and report-writing skills. Strong litigation skills. A Valid Driver's Licence. No criminal record/pending cases. Preparedness to undergo security clearance and disclosure of financial interests.

Key Performance Areas: Develops divisional vision and Strategy and ensure implementation to provide effective service delivery. Formulate immediate short and medium-term objectives for the legal services. Examine documents including correspondences and all reports relevant to any course of action proposed by Council where the content thereof has legal implications. Submit vetted/ amended agreements with proposed amendments to other parties within set timeframes. Representing the Municipality in courts of law. Provide legal advice in the formulation of by-laws, policies, and procedure to ensure that the municipality complies with all relevant legislation as well as its constitution mandate. Provide advice on labour matters. Enhancing organisation efficiency by establishing a corporate governance compliant environment that enables the municipality to achieve its objective. Providing input and comment on planned national and provincial legislation having a bearing in the municipal sphere. Drafting letters of demands,



pleading, and notices and ensuring that they filed and served. Establishment of strategies and plans to recover revenue and recover debt put together implementation plans and operational plans.

Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of the position and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised position.

Correspondences will only be entered into with shortlisted candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing.

Applications should be in the form of municipal application form obtained from our website www.maruleng.gov.za, curriculum vitae, certified copies of ID and qualifications should be directed to: Acting Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit, 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 02 March 2026 at 12H00. Direct your enquiries to Ms Kidibone Ramohlola or Ms Mokhobedi Mahlo @ 015 590 1650.