



PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53

PRINCE ALBERT, 6930

NOTICE 77/2026 – EXTERNAL VACANCY

Prince Albert Municipality is an equal opportunity and affirmative action employer and requires the services of a suitable qualified person with relevant experience to fill the following vacancy. Persons designated in terms of applicable legislations as historically disadvantaged individual as well as people with disabilities are encouraged to apply for the following **EXTERNAL** vacancy:

HEAD: LEGAL AND COMPLIANCE

Post identification number: WC052-1.1.4

Directorate: Office of the Municipal Manager

MINIMUM REQUIREMENTS

- A relevant 3-year tertiary qualification preferably a B Degree in law (LLB advantageous)
- Computer literacy (MS Office)
- 2 - 5 years relevant legal experience required
- A valid driver's license
- Knowledge of the Municipal legislation
- Good interpersonal, communication and organizational skills
- Knowledge of Labour Laws and Regulations
- High level of responsibility and confidentiality
- Analytical skills and ability to give attention to detail
- Problem solving and negotiation skills and be able to work under pressure.

PHYSICAL REQUIREMENTS

- Must be a healthy mentally fit individual to handle constant work pressure
- Should be able to work under pressure, have quick thinking abilities and think analytical.

COMPETENCIES REQUIRED

The competency level for this position is a Level 2 of the Legal Advisor Competency Framework 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 Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> - Written Communication / drafting - 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

KEY PERFORMANCE AREAS

- Provide comprehensive legal services to the institution to safeguard the Municipality's interests in all legal related matters.
- Ensure legal and regulatory compliance of the institution
- Provide legal guidance regarding council resolutions, litigations, defence of legal action, contracts and services.
- Provide legal services regarding property administration, alienation, sales, leases, servitudes, deeds of sale, debt collections and issuing of summons
- Provide legal opinions.
- Manage the implementation of risk management and mitigation strategies across all directorial functions.
- Render management and line function support.
- Give written or verbal legal advice and support to Council, The Speaker, Executive Mayor, Municipal Manager, Managers on the first reporting line, other functionaries on all matters which may have a legal implication to ensure that Council's interest is at all times adequately protected.
- Consider, research and comment on matters with a legal impact to ensure the protection of Council's interest.
- Attend Council and Committee meetings to give written or verbal legal advice or to obtain input on matters for further processing to ensure that Council takes well-informed and valid decisions.
- Oversee the distribution of new legislation and amendments to Council and managers and ensure that council and employees act within the parameters of all relevant legislation (legal compliance).
- Drafting, amendment and / or repeal of Council's by-laws and policies to ensure that by-laws are correct, applicable and valid through regular review.
- Liaise with public, Head of Departments and other officials, attorneys and advocates on various legal compliance and to protect Council's interest.
- Draft, edit and peruse contracts and other legal documents to ensure that all legal documents of Council comply with legislation or the common law.
- Ensure effective and effective administrative functioned is performed.
- Ensure sound HR practices and labour relations and that the Sections functions are in alignment with the Prince Albert Municipality's IDP and Council Policies.
- Ensure that good management principles are enforced and maintained.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Should at all times be available and willing to work long hours (meetings after hours and preparation work at home).
- Confidentiality and integrity – working with sensitive matters.
- Must have a good memory, interpersonal skills and excellent communication skills both verbal and written.
- Must at all times be cautious and take into account the financial risks associated with decisions/ opinions.
- Must have good management-, presentation- and project management skills.

SALARY

R 36 746,05 per month.

STATUS OF POSITION

Fixed-term contract appointment for a period of three (3) months.

CLOSING DATE

Friday 5 June 2026 at 15h00.

GENERAL

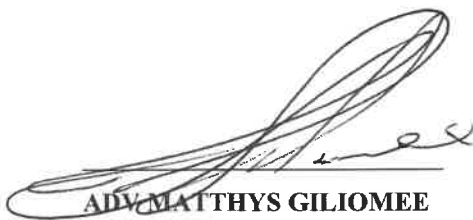
1. Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted before or on **FRIDAY 5 JUNE 2026** at 15h00 to:

**MR ABRIDON SASS – HUMAN RESOURCES MANAGEMENT DEPARTMENT
1 ADDERLEY STREET
PRINCE ALBERT MUNICIPALITY – THUSONG CENTRE
PRINCE ALBERT
6930**

2. Applicants are encouraged to submit applications to jobapplications@pamun.gov.za.
3. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.
4. Queries can be directed as follow:

Job-related enquiries	Mr. Matthys Giliomee Tel: 023 541 1668 Email: thys@pamun.gov.za
Human resource, recruitment and selection process enquiries	Mr. Abridon Sass Tel: 023 541 8108 Email: abridon@pamun.gov.za

5. Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantaged groups and especially women to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 90 days after the closing date, applicants may assume that their applications were unsuccessful.
6. Please note that the following will lead to disqualification:
 - 6.1) Non-submission of copies of academic qualifications/records.
 - 6.2) Canvassing of Councillors.
 - 6.3) Submission of fraudulent qualifications and/ or documents.



**ADV MATTHYS GILIOME
MUNICIPAL MANAGER**

DATE: 21 MAY 2026