



Private Bag X8611 Groblersdal 0470, 3 West Street Groblersdal 0470  
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**POST:** Legal Administration Officer

**DURATION:** Permanent

**SALARY:** R340 828.14 per annum (excluding benefits)

**STATION:** Groblersdal (Head Office)

**REQUIREMENTS:** LLB degree or relevant qualification plus 2 years experience in legal services. The following technical and behavioural competencies are required; namely, interpretation of statutes, local government legislation, contract management, strong litigation skills, HRM processes and procedures, investigative orientation, good judgement and decision making, critical thinking, ability to present persuasive argument and report writing.

**KEY PERFORMANCE AREAS:** Administer and monitor litigations. Develop and review by-laws and conduct legislative updates. Advising Municipal council and management on legal matters. Providing legal support to Sekhukhune District Municipality and its local municipalities. Instituting legal actions on behalf of the municipality. Monitor and manage contract registers and contracts. Any other instructions from seniors in the work environment.

**ENQUIRIES: Mr Patrick Lekgoro (013 2627300)**

Sekhukhune District Municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability) in the District Municipality through the filling of this position and candidates whose appointments will promote representativity will receive preference. Please forward your application letter with detailed CV and certified copies of qualifications to the Department of Corporate Services for the Attention: **Ms Mary Maboea /Mr. Makgalemane Mapheto** @ the following address: The Municipal Manager, Sekhukhune District Municipality, Private Bag X 8611, Groblersdal, 0470 Tel. (013) 262 7300 or hand deliver @ Bareki Mall, near Pick 'n Pay, Groblersdal on or before 21 February 2017. **PLEASE NOTE THAT FAXED AND E-MAILED CV'S ARE NOT ACCEPTABLE.** Sekhukhune District Municipality reserves the right not to make an appointment. Correspondence will be limited to successful candidates only. If you do not receive any response from us within three months from the date of this advertisement, please accept that

your application was unsuccessful. Canvassing for employment on the Council is strictly prohibited. **Visit our website at [www.sekhukhune.gov.za](http://www.sekhukhune.gov.za)**

**MUNICIPAL MANAGER: Ms M F MOKOKO**