



# INTERNAL ADVERTISING

## ABAQULUSI MUNICIPALITY

AbaQulusi Municipality seeks to appoint experienced, highly motivated and suitably qualified persons to the following position:-

### OFFICE OF THE MUNICIPAL MANAGER

#### LEGAL CLERK X2

Annual salary R118 052.88-R152 477.40 per annum, task level 5 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

- Matric (NQF Level 4).
- Computer Literacy.
- 1-2 years relevant experience preferable legal services.

#### Key Performance Areas:

- Prepares Legal drafts by assembling and organizing information for legal documents, including complaints, discovery requests, responses, and other documents
- Researches law by studying laws, statutes, constitutions, regulations, court opinions, including precedents and reasoning, and trends using standard print texts and computers; preparing legal memoranda
- Assembles case materials by collecting, organizing, and summarizing information, documents, reports, and evidence
- Maintains calendar by entering and updating requirements, courts dates, CCMA, and bargaining council dates and meetings
- Protects the institution's reputation by keeping information confidential
- Updates job knowledge by participating in continuing job training; reading legal publications; maintaining professional networks

Notes to prospective applicants'÷

- A Comprehensive Curriculum Vitae, together with a covering letter and certified copies of qualifications, should be sent to the Municipal Manager: AbaQulusi Municipality P.O. Box 57 Vryheid 3100.
- **No faxed or e-mailed applications will be accepted.**
- Shortlisted candidates might be expected to complete a practical competency evaluation and will be subjected to reference and background checks.
- If there's no response from AbaQulusi Municipality within two months of the closing date, the applicant must accept his/her application as unsuccessful.
- Enquiries may be directed to the Human Resources Section on 034-9822133 ext. 2334 & 2337.
- People with disabilities are encouraged to apply.
- The employer reserves the right **NOT** to appoint.

The AbaQulusi Municipality is committed to comply with the requirements of the Employment Equity Act, No 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

**Closing Date** : 25 March 2022 at 16h00



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**MR. J.S LANDAMAN**  
**ACTING MUNICIPAL MANAGER**