

LEGAL ADVISOR (PROSECUTOR)

Ref no: CS-LS-ADV5

DEPARTMENT: CORPORATE SERVICES

Division: Legal and Administration Services

Applications are herewith invited from suitable candidates for the above post at Drakenstein Municipality, an employer that promotes affirmative action.

POST PURPOSE:

To render a prosecuting function in Additional Court, disposing of Municipal and Provincial traffic representations, processing and prosecuting of traffic and by-law offences, drafting and handling of bylaws, notices and affidavits, legal administrative duties including research, analysing and distribution of case law, acting as presiding officer and initiator for the Employer at disciplinary and appeal hearings, compile and draft legal opinions and the provision of legal advice in general.

SELECTION REQUIREMENTS FOR THE POST:

LLB or equivalent legal degree
Admitted attorney

Other requirements/skills

Valid B drivers' license
Computer literacy in MS office
Communication skills in at least 2 of the 3 official languages of the Western Cape.

EXPERIENCE:

At least 5 years' relevant experience in criminal court and/or municipal court procedures.
Knowledge of case law, municipal government legislation, by-laws, municipal law enforcement and prosecuting.
Relevant local government experience will be a recommendation.

SALARY SCALE:

TASK LEVEL 15 - Basic salary per annum is R457 558.12 – R593 928.31 (Excluding car allowance, pension fund contributions, medical aid contributions and other applicable benefits)

Note: Proof of Qualifications are required for assessment. (Clear copies of certified qualifications must be attached)

The requirements of the Employment Equity Act will be considered for this position, but will not be the only criteria applied.

A service bonus equal to one month's salary is payable and normal fringe benefits related to Local Authorities including a housing allowance for home owners and is subject to certain conditions.

Note: Canvassing with Councillors or any members of the Appointments Committee is not permitted and will automatically disqualify applicants.

Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.

Your application can be submitted via email to: corporatejobs@drakenstein.gov.za

For submission of hardcopies, application forms can be obtained from the Human Resources Offices, PO Box 1, Berg River Boulevard, Paarl 7622, telephone numbers: 021 807 4508/ 021 807 6318/021 807 6253 / 021 807 4597(Mondays to Fridays from 10:00 until 15:00). There will be no forms issued from 12:45 to 13:45. **No fax copies of application forms will be accepted.** Clearly indicate the reference number for the post you are applying for on the application form. Your fully completed application form must be accompanied by your CV (not more than 5 pages) when handing it in.

Please note that no CV's will be returned on the applicant's request, therefore please do not send us your original certificates.

NB: If you are not contacted within three (3) months after the closing date, please note that you were unsuccessful. No further correspondence will be given to you in this regard.

NB: Candidates that arrive late for interviews will be disqualified.

Closing date for emailed applications: 08 February 2019 at 23h59

Closing date for hardcopies: 08 February 2019 at 15h35

CITY MANAGER