



JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

The John Taolo Gaetsewe District Municipality, situated in Kuruman is an equal opportunity employer, and hereby invites suitably qualified candidates to apply for the under-mentioned vacancy.

INTERN: LEGAL & COMPLIANCE (x2 Positions)

One year fixed term contract of employment

Remuneration: R150 000.00 all-inclusive package per annum

Requirements:

- LLB Degree (Bachelors of Law Degree) or equivalent qualification
- Knowledge of all relevant legislation (PFMA, New Companies Act, King III etc.)
- Competent in MS Office Software package
- Analyzing, quality and detailed orientation
- Good communication skills and report writing skills
- Commercial law practice experience will serve as an added advantage

Other requirements/skills:

- Driver's license
- Strategic planning skills
- Inter personal skills
- Communication skills
- Research Skills
- Presentation skills
- Computer literacy
- Analytical Skills
- Ability to speak, read and write in Afrikaans & English

Key Performance areas:

- Provide the Manager Legal & Compliance with administrative support and perform legal services tasks as required by the organisation;
- Conduct Research on Policy Implementation and provide advice on various legal issues within the organization;
- Advise and make recommendations on policies of the Organisation;
- Give legal opinion on external and internal disputes;
- Support Manager Legal & Compliance regarding compliance;
- Assist with other related tasks within the Compliance Section;
- Assist with preparation of regulatory audit reports;
- Policy Analysis;
- Contract management;
- Compliance monitoring;
- Operation Clean Audit Secretariat;
- MPAC Coordination

The ideal candidate will be a self-starter who is self-motivated and very detail conscious, dependable and will act in an understanding and helpful manner while performing tasks associated with the position. The position also requires being honest and ethical, being pleasant with others and displaying a good-natured, cooperative attitude.



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Conditions:

1. Each applicant must submit the following:
 - A signed application letter;
 - A comprehensive CV;
 - Certified copies of qualifications, ID & Driver's Licence
 - Transcripts of the professional qualifications.
2. All shortlisted applicants shall be subjected to security vetting rigorous verification of qualifications and references as well through evaluations and the establishment of possible and criminal records;
3. No faxed or e-mailed applications will be accepted;
4. The Municipality reserves the right at all times not to appoint.
5. No late applications will be considered.
6. Applications for all this position should be forwarded to:

The Municipal Manager, John Taolo Gaetsewe District Municipality, P.O. Box 1480, Kuruman or hand-delivered to 4 Federale Mynbou street, Kuruman, on or before the **29 July 2016 at 16h00**.

Please note: If you have not heard from us within 30 days from closing date, please accept that your application was unsuccessful.

Mrs MP Bokgwathile
Municipal Manager