

Overstrand Municipality, an equal opportunity employer, strives to render a dynamic and effective service to the community. Competent and self-motivated candidates and candidates from designated groups who enjoy challenges are invited to join our leading team by applying for the following post:



DIRECTORATE
Municipal Manager

DEPARTMENT
Legal Services & Contract Management

REFERENCE NUMBER
WC0329996

SALARY
Basic: R533 280 p.a.
Vehicle allowance
Cellphone allowance

CLOSING DATE
23 May 2026

EMPLOYMENT TYPE
Permanent

PLACE OF WORK
Hermanus

Legal Advisor

Requirements:

- LLB or equivalent Legal Qualification
- Admission as an Attorney
- 2-5 years relevant legal experience required
- Computer Literacy: MS Office
- Valid Code B driver's license
- Fluent in two of the three official languages of the Western Cape

Key performance areas:

- Litigation
- Legal Advisory Services
- Operational Management
- Contract Management
- Financial Risk Management
- Co-ordination and Control
- Presiding Officer/ Initiator in Disciplinary Hearings
- Section 62 Appeal inputs
- Asset and Loss Control Committee Member
- Ad Hoc Committees.

Minimum competency framework:

As are provided for in the Local Government: Municipal Staff Regulations

<p>Professional Competencies:</p> <ul style="list-style-type: none"> - Written Communication/Drafting - Oral Communication - Advocacy/Negotiation - Ethics and Professionalism - Organisational Awareness 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> - Litigation Management - Research and Analysis
<p>Public Service Orientation Competencies:</p> <ul style="list-style-type: none"> - Interpersonal Relationships - Communication - Service Delivery Orientation 	<p>Personal Competencies:</p> <ul style="list-style-type: none"> - Action Orientation - Resilience - Cognitive ability - Change readiness - Learning orientation
<p>Management / Leadership Competencies:</p> <ul style="list-style-type: none"> - Impact and Influence - Team Orientation 	

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| <ul style="list-style-type: none">- Direction Setting- Coaching and Mentoring | |
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Special conditions:

- The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.
- Must be willing to work outside normal working hours when required to meet deadlines.
- The candidate will be expected to obtain the Municipal Finance Management Act minimum competency qualification, if not yet obtained.
- Must be willing and able to act in the Senior Legal Advisor position.
- Must be willing and able to act as a relief prosecutor in the Additional Court.
- Requires delegation from the National Prosecuting Authority to act as Prosecutor of the Additional Court, as more fully set out in the job description relating to post WC0326360

How to Apply:

Apply online:

External candidates:
www.overstrand.gov.za

Internal staff: [Overstrand Municipality Intranet](#)

- Original qualifications must be available on request.
- All completed application forms must be accompanied by a comprehensive CV, copy of ID, valid driver's license (if required) and academic qualifications.
- Applications not made on the prescribed application form (available via the online link) will not be accepted.
- Shortlisted candidates will be subjected to a qualification verification, a reference check and where necessary, undergo screening and vetting.
- Successful candidates will be required to sign an employment contract, where applicable, a performance agreement and disclosure of benefits and interest.
- Applications / supporting documents larger than 25MB will not be accepted.

Please note: Further communication will be limited to shortlisted candidates. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful. For further information please contact Mr. J Wilkinson on 028 313 8917. **The Council reserves the right not to make an appointment.**

In addition to the above-mentioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy/allowance and relocation costs under certain conditions.