



Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply.

DIVISIONAL MANAGER: LEGAL & ADMINISTRATION

Department: Corporate Support and Shared Services

Division: Legal and Administration

Reference: PF-4/3/1/ MC36CSLA001

Station: Modimolle

Post Level: 03

Term of Appointment: Permanent

Salary:

R 765 972.00 per annum (Basic salary, excluding Municipal Employee Benefits)

PLUS travelling allowance of 750km per month

Benefits: Normal municipal benefits

Requirements:

- Grade 12
- Degree in Law / LLB or equivalent
- Must be admitted as an Attorney
- Minimum 5 years relevant experience, of which 3 years must be at supervisory level
- Experience in a municipal environment will be an added advantage
- Computer literate
- Valid driver's license (Code EB)

Competencies:

- Ability to communicate complex legal information clearly
- Strong articulation and negotiation skills
- Ability to identify ethical issues and conflicts of interest
- Understanding of municipal objectives and legal impact on communities
- Ability to manage legal disputes and apply legal procedures
- Strong legal research and analytical skills

Key Performance Areas:

- Formulate and implement Legal and Administration strategies
- Manage legal services supporting municipal operations

- Oversee financial controls and legal compliance
- Handle litigation, by-laws, contracts and disciplinary hearings
- Represent the municipality at CCMA and disciplinary hearings
- Update delegations, standing orders and legislation
- Negotiate and manage contracts with service providers

APPLICATIONS

All applications must be submitted on the official **Waterberg District Municipality Application Form for Senior Managers**, available on:

 www.waterberg.gov.za

Applications must include:

- Detailed updated CV
- Certified copies (not older than 3 months) of qualifications, ID and driver's license
- Signed covering letter indicating the position applied for

Submission:

The Municipal Manager
Waterberg District Municipality
Private Bag X1018
Modimolle, 0510

Or hand deliver to:

Harry Gwala Street, Registry Section, Room 27

Enquiries:

Ms RPT Makibelo – 014 718 3367

Mr J Matlou – 014 718 3339

Closing Date: 17 February 2026 at 16h15