



# FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITEIT  
MASEPALA WA SEDIKA / U MASEPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and the pursuit of excellence in service delivery. The municipality has the following vacancies:

**DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER**  
**VACANCY: LEGAL INTERN (1× POSITION)**

Ref. no: 05/23

**Remuneration: 100 000.00 (all-inclusive package)**  
**Two-year employment contract**

**Internship Overview:** The internship programme is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure within the legal and municipal environment. The programme has a logical training sequence that builds on the skills and competencies acquired during university training. The programme is aimed at unemployed law (LLB) graduates.

**Requirements:** The successful candidate must be in possession of a recognized LLB Degree. Valid driver's license is essential. Excellent communication skills, both verbal and written with the ability to work effectively within a team, strong administration skills and good attention to detail and independent thinking. Excellent time management skills and strong organizational skills. Computer literacy. Willingness to learn and to do legal research. Good interpersonal skills. The successful candidate must ensure precision in their work, respect strict confidentiality requirements, organizing and classification skills are key. Knowledge of relevant legislation applicable to local government and the ability to interpret statutes. An understanding of applying legal proceedings.

**Key Performance Areas:** The successful candidate will be responsible in assisting to provide effective and efficient compliance support to the Head of Legal and Compliance. Assist to peruse, prepare and draft all kinds of legal documents viz. Letters, Contracts and legal opinions. Ensuring that the municipality is aware of new legal directives and providing verbal and written legal opinions on a variety of matters. Conducting research on relevant laws, regulations and legal articles. Investigation of cases. Organize and maintain documents in a paper or electronic filing systems. Assist with drafting of new and amending of existing policies and procedures.

**Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by certified copies of ID and qualifications not older than three months. Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRakensberg Avenue, Carters Glen, Kimberley.**

**Application forms are available from the municipal office and/or may be downloaded from the municipal website; [www.francesbaard.gov.za](http://www.francesbaard.gov.za). Enquiries can be directed to: Mrs. Pulane Matsitse/Mrs. Lesedi Job, Tel: 053-838 0912/911.**

**Note: Designated groups, including people living with disabilities, are particularly encouraged to apply.**

**FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED** Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. The District Municipality reserves the right to make no appointments..

**Closing Date: 10 February 2023**

**MUNICIPAL MANAGER, MS ZM BOGATSU**