



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals. Preference will be given to candidates residing within the Bitou Municipal Area

POSITION: PROSECUTOR: MUNICIPAL COURT
DIRECTORATE: PUBLIC SAFETY
DIVISION: MUNICIPAL COURTS
BASIC SALARY: R 394 551.72 – R 512 155.32 (T12) per annum
(Subjected to TASK Evaluation) + MUNICIPAL BENEFITS
NOTICE NO.: 46 of 2025

QUALIFICATIONS & EXPERIENCES: LLB Qualification (NQF Level 8) • Minimum of 4 to 6 years' relevant legal experience, eligible to be appointed as a prosecutor by NPA.

REQUIREMENTS & SKILLS: • Code B Driver's license • Computer literacy (Office Applications) • Proficiency in at least 2 of the official languages of the Western Cape • Good interpersonal relations and communication skills • High level of responsibility • Ability to deal with conflict situations • Must be willing to work overtime • Must be able to work under pressure with frequent interruptions • Ability to work on diverse legal matters at the same time • Ability to communicate legal advice to staff members in understandable terms • Specialized court duties • Good decision-making ability • Knowledge of information management, planning and organizational ability.

FUNCTIONS & RESPONSIBILITIES: • Manage and provide an effective, efficient, independent and accountable prosecution service • Perform activities related to the management of the municipal court • Oversee the relevant processes and activities pertaining to municipal court services within legal parameters • Act as prosecutor in the municipal court • Supervise and manage subordinates, ensuring effective performance • Act as presiding officer at disciplinary hearings a minimum of two (2) days a week • Must be able to work under pressure with frequent interruptions • Ability to work on diverse legal matters at the same time • Ability to communicate legal advice to staff members in understandable terms • Specialized court duties • Good decision-making ability • Knowledge of information management, planning and organizational ability.

COMPETENCIES REQUIRED

CORE PROFESSIONAL COMPETENCIES

Written Communication: The ability to communicate complex legal information in understandable documents for specific audiences.

Oral Communication: The ability to articulate complex legal concepts in an understandable, convincing manner.

Advocacy / Negotiation: The ability to develop and present client or Municipality interests in appropriate forums, presenting and negotiation the best possible outcomes.

Ethics and Professionalism: The ability to identify and deal with ethical issues and conflicts of interest.

Organisational Awareness: The ability to understand the municipality's objectives, and the impact of legal decisions on the community and the functioning of the various directorates.

FUNCTIONAL COMPETENCIES

Litigation Management: The ability to manage legal disputes brought against the municipality through applying legal procedures and managing stakeholders in order to resolve the legal.

Research and Analysis: Ability to break a legal problem into component parts, identify key issues, locate authority in the form of statute and case law and compile cogent legal arguments to support a position.

PUBLIC SERVICE ORIENTATION COMPETENCIES

Interpersonal Relationships: The ability to establish and maintain productive relationships with people within and outside of the Municipality.

Communication: The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.

Service Delivery Orientation: The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals.

PERSONAL COMPETENCIES

Action Orientation: The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable.

Resilience: The ability to respond constructively to pressure / stress situations and the ability to persist goals despite obstacles and setbacks.

Change Readiness: The ability to innovate and challenge the status quo and the ability to cope with change driven by others.

Cognitive Ability: The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'.

Learning Orientation: The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement.

MANAGEMENT/ LEADERSHIP COMPETENCIES

Impact and Influence: The ability to inspire a positive attitude in others and be able to influence others effectively.

Team Orientation: The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.

Direction Setting: The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals.

Coaching and Mentoring: The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent.

Work related enquiries can be directed to Mr. TS Machelesi on tell: 044 501 3000.

For general enquiries contact Mrs. VR Cunningham on telephone no: 044 501 3441.

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website (www.bitou.gov.za). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

Please take note:

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. **(Compulsory)**
3. **NO LATE APPLICATIONS** will be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
4. Preference will be given to local residents before considering candidates outside the Bitou Municipal Area.

M MEMANI
MUNICIPAL MANAGER

CLOSING DATE: 14 March 2025 @ 12h00

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful.

Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled