



**RAYMOND  
MHLABA**  
MUNICIPALITY  
\*\*\*\*\*  
UMANYANO KUPHUTHLISO

Tel: 046 645 7400/7451 | Fax: 046 645 2562

8 Somerset Street | Fort Beaufort, 5720 | P.O.Box 36, Fort Beaufort, 5720

### **EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS**

The Raymond Mhlaba Local Municipality is a Category B Municipality, established after the amalgamation of Nkonkobe and Nxuba municipalities. It has its administrative seat in Fort Beaufort and its Council seat in Alice. The Raymond Mhlaba Municipality comprises of the historic towns of Dikeni (home of the University of Fort Hare), KwaMaqoma, Hogsback, Middeldrift, Debe Nek, Seymour, Balfour, Adelaide, and Bedford. It also serves a large rural area in addition to the towns. The Raymond Mhlaba Local Municipality falls in the Amathole District Municipality in the province of the Eastern Cape. The municipality is looking for individuals to fill the following positions:

#### **MANAGER: LEGAL SERVICES PERMANENT POSITION**

**SALARY SCALE: TASK GRADE 15 (Plus additional benefits)**

**Directorate: Corporate Services**

**(This is a re-advertisement: applicants who previously applied are encouraged to re-apply)**

**Requirements include:** Grade 12; B. Degree Law (LLB); a Post Graduate qualification will be an added advantage; at least 4 years' experience in Public or Local Government; communication skills both verbal and written; analytical and methodical abilities; ability to work under pressure and still meet deadlines; problem-solving ability and apply common sense appropriately; computer literacy; a valid code B driver's license.

**Duties include:** Providing formal legal advice/opinion to the Municipal Manager, HODs and Officials; providing informal legal advice to all RMM Officials; reviewing/drafting contracts to effect the rights and duties of parties in respect of the issues identified, in accordance with prevailing legislative requirements and prescripts; Keeping updated compliance, contract and litigation registers; drafting of by-laws and assisting in policy development; reporting on the afore-mentioned processes to HOD's forum and Council; analysis of the status of implementation, interfacing with attorneys and advocates; preparing briefs and instructions to legal practitioners appointed to represent Raymond Mhlaba Municipality in litigation matters; managing the function of Fraud Prevention and Anti-Fraud Management on behalf of RMM and reviewing related policies and strategies intermittently; interfacing with professional forensic investigators/auditors engaged by RMM and other stakeholders like SAPS and Prosecuting Authorities in respect of fraud/corruption involving RMM.

## **MANAGER: LOCAL ECONOMIC DEVELOPMENT**

**SALARY SCALE: TASK GRADE 15 (Plus additional benefits)**

**Directorate: Strategic Planning and LED**

**Requirements include:** Grade 12; NQF level 7, Degree in Business or Developmental Studies, Economics or equivalent qualification in commerce and related field; minimum of 3 years' experience in the field of Local Economic Development including Small Medium and Micro — Enterprise Development; proven managerial experience; at least 3 years' experience in Local Government; sound understanding of legislation governing promotion of Local Economic Development in government and transformation; strong interpersonal skills; above average analytical, good communication, sound computer, report writing, problem solving, excellent planning, organising skills and ability to liaise with different stakeholders at all levels, a valid code B driver's license and good driving capabilities.

Duties include: Formulation of LED and related policies, strategies, programmes and plans for the unit in line with the Integrated Development Plan; facilitating the formulation of the LED component of the Integrated Development Plan; coordinating and alignment of LED programmes within the municipality across all spheres of government and other stakeholders; coordinating and facilitating support to the SMME's, Cooperatives and Informal Traders; strategic planning for the unit; overall management of the performance of LED Unit; overseeing the different programmes implemented by the unit which include Tourism Development and Marketing, Agriculture, Heritage, Environment, Cooperatives, Small Medium and Micro Enterprise Development and Film Development; facilitating integration and coordination of LED Unit programme with that of the development Agency.

Application form (obtainable from the municipal website) together with a comprehensive Curriculum Vitae and certified copies (not older than 6 months) of qualifications and identity document must be addressed to The Municipal Manager, Raymond Mhlaba Local Municipality, No. Street, 8 Somerset Street, KwaMaqoma (Fort Beaufort), 5720 and should reach the afore-mentioned not later than 28 July 2025 at 12h00. **No faxed or emailed applications will be considered**

For further enquiries regarding this advert, please contact the Acting HR Manager at 046 645 7420/14 or email [mmoffice@raymondmhlaba.gov.za](mailto:mmoffice@raymondmhlaba.gov.za) / [nkopana@raymondmhlaba.gov.za](mailto:nkopana@raymondmhlaba.gov.za).

**Raymond Mhlaba Municipality is committed to employment equity and therefore in these appointments such factors will be considered. Women and People living with Disabilities are encouraged to apply.** Raymond Mhlaba Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with the shortlisted candidates. If you have not heard from us within 3 months of the closing date, regard your application as unsuccessful. The Council nevertheless appreciates the interest shown by all applicants.

  
\_\_\_\_\_  
**MS. U. T. MALINZI**  
**MUNICIPAL MANAGER**

**DATE:** 07/07/2025