
DIRECTORATE
OFFICE OF THE CITY
MANAGER

DEPARTMENT
Legal Services

SALARY

TCOE:R1 122 322 p.a

REFERENCE NUMBER

CM 10/26 Ext

CLOSING DATE

13.07.2026

ELIGIBILITY

Suitably Qualified
Candidates

Senior Legal Advisor

Requirements

- A relevant Law Degree
- Admission as an attorney or Bar Advocate (passed bar examination) is preferred
- At least 5 years' experience in a relevant legal environment, preferable post-admission
- Computer literacy in MS Office Suite
- Proven experience within a local government environment will be an added advantage.
- Knowledge of local government legislation, policies and procedures.
- Proven experience in legal compliance and risk management from a legal perspective will be an added advantage.
- Valid driver's licence is recommended

Key Performance Areas

- Deliver a progressive professional legal services functionality in the office of the City Manager and Executive Directors through providing effective and efficient high level legal services to Council, Council Committees, Sub Councils, Political Structures and Line Departments.
- Research all relevant legislation, case law and articles to provide sound and up to date advice.
- Draft and provide legal opinions based on findings of research.
- Effective and efficient case management of matters within a set turnaround time.
- Promotion of the City's legal interests and safeguard it against any undue risk.
- Ensure compliance with applicable legislation, By-laws and Policies of the City.
- Play a more focused and wide-ranging research, problem solving, design and standard setting role.
- Make substantial input and provide direction with regards to Council internal processes, with an impact across the organisation.
- Provide a high-level advisory and consulting service on policy and complex problems.
- Comment on various governance matters, such as contract terminations, declarations, property disposal deviations and contractual agreements.



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How to Apply

By submitting your application for a position at the City of Cape Town, you are consenting to the use of your personal information provided as part of your application and/or Recruitment process for Recruitment and Selection purposes. In addition, you may be required to undergo, including but not limited to, Criminal and Security Checks, Personal Verification, and Lifestyle Audits, throughout your recruitment process and/or subsequent employment.

External candidates: APPLY ON LINE VIA
www.capetown.gov.za/careers

Internal staff: APPLY ON LINE VIA SAP PORTAL

Certified copies of qualifications must be available on request. Applicants are respectfully informed that, if no notification of appointment is received within three months of the closing date, they must accept that their applications were unsuccessful.



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