



JOB PROFILE

POSITION DESCRIPTION	
Position Title	Legal Officer
Description	Effective and efficient management of Legal-Operations with special focus on administrative law, law of contract, law of sale and lease, labour law and any other operational related matters.
Directorate	Office of the CEO
Reports To	Senior Manager: Legal and Risk
Position location	Head Office
Peromnes Grade	
Number of Direct Reports	N/A

POSITION REQUIREMENTS	
Minimum Qualification	<ul style="list-style-type: none"> • Legal qualification Degree (LLB/ B.Proc). • Admitted as an attorney/ Advocate
Essential Experience	<ul style="list-style-type: none"> • At least five years' legal experience, ideally in a Public sector organisation or institution • Proven track record of providing accurate and effective legal advice • Proven track record in contract negotiation, drafting and vetting;
Knowledge	<ul style="list-style-type: none"> • Extensive technical legal expertise. • legislative drafting processes • Risk Management • litigation processes

Skills & Abilities	<ul style="list-style-type: none"> • Networking • Strong commercial focus • Lateral thinking ▪ Business Awareness ▪ Dynamism ▪ Inter-personal skills ▪ Analytical ▪ Superior communication, negotiation and drafting skills ▪ Attention to detail ▪ Team player ▪ Ability to work under pressure ▪ Deciding and initiating action ▪ Adhering to principles and values ▪ Persuading and influencing ▪ Presenting and communicating information ▪ understanding by the intended audience ▪ Planning and organising
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MAIN AREAS OF RESPONSIBILITY	
Legal	<ul style="list-style-type: none"> • Review and provide legal advice on all Public Finance Management Act and related issues, Contracts, Corporate Governance issues, sale and lease transactions and related matters, advices and opinions on legislation and regulations • Conduct proper risks analysis and identify triggering factors towards potential legal risks within business units. • Provide legal protection and risk management plans. • Maintain an institutional repository of all written legal advice and opinions in relation to the interpretation of legal documents. • Generate information sharing articles for ensuring increased level of awareness on specific legal requirements • Update and maintain Legal Risk Register • Develop Mitigation Strategy to contain the legal risks prevalent within the relevant Directorates. • Conduct appropriate legal research. • Assist the labour relations unit with legal advice and labour cases.
Policy development	<ul style="list-style-type: none"> • Facilitate the ratification of all new policies by the relevant board structures. • Update and Maintain NDA Policy Register. • Ensure Statutory compliance in all matters governed by mandatory legislation and policy requirements or directives.
Litigation Management	<ul style="list-style-type: none"> • Minimise litigation cases against NDA, both internally and externally. • Provide feedback loop and communication mechanisms to track progress on and against litigation cases managed externally. • Analyse cases against NDA to maximise opportunity costs.
Regulatory Compliance	<ul style="list-style-type: none"> • Provide a standardised check-list controlled through the Quality Management System to enhance regulatory compliance. • Conduct analysis on deviations from statutory practices to be used as a basis for strategic interventions for management's consideration. • Provide progress reports against performance targets and priority projects.
Contract Negotiations	<ul style="list-style-type: none"> • Ensure that all contracts and legal documents reviewed or prepared are devoid of omissions and NDA interests are protected.
Administrative duties	<ul style="list-style-type: none"> • Provide sound legal advice and opinions which is benchmarked on legal precedents.

KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
<ul style="list-style-type: none"> • Board • Executives • Managers 	<ul style="list-style-type: none"> • Local counsels • State Attorney's Office • Legal Services Providers (External Firms of Attorneys)

Signed by: (Job Holder)	Authorised by:
Date:	Date: