

## **CORPORATE LEGAL SERVICES SPECIALIST**

An exciting opportunity exists for a Corporate Legal Services Specialist in the Office of the CEO at South African Tourism's Head office in Sandton. This position reports to the Head: Governance, Risk and Compliance/Company Secretary. If you possess the required skills, experience and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

### **Key Outputs:**

#### **Provide legal administrative support to unit as necessary**

- Organise meetings with stakeholders.
- Type reports, memos and correspondence, as and when necessary.
- Maintain a register of all legal documents for safe keeping.
- Coordinate general administration of the office.
- Conduct legal research, compile of reports and other administrative work.
- Receive all correspondence and records and distribute the same.
- Draft e-mails, correspondence and telephonic calls to both outsourced Attorneys and Business Unit Managers.

#### **Preparation of drafting of contracts and opinions**

- Receive contracts from the relevant Business Unit; check that all relevant details have been included on the legal cover pages.
- Receive all signed contracts from SAT Business Unit Managers, sign acknowledgement of receipt thereof, label it with its unique reference number and file it in secure contracts cabinet.
- Receive instructions from various business unit managers.
- Provide comprehensive comments on contracts to safeguard the interest of SAT.
- Open a file for new contracts and load them on the legal index.
- Ensure that an approved contract by both parties is loaded on the Intranet.
- Upload all signed contracts onto the Intranet within 24 hours after receipt thereof.
- Update SAT electronic contract risk register within 24 hours after having received a contract signed by both parties and provide an updated summary to the Company Secretary within 3 working days from the end of each month for inclusion in monthly management report.
- Update contract index list and control sheet weekly

**Coordinate with the external service provider to support on any litigation and outsourced legal services**

- Compile business case/s, request quotes and process requisitions
- Manage invoices for all work done and purchases.
- Work closely with Supply Chain Management to select suitable suppliers.
- Monitor performance of Supplier / Service provider against contract stipulations.
- Work closely with Finance to ensure that payments are effected.
- Manage inventory of supplies
- Monitor the budget of the unit in relation to office administration so as to avoid overspending as well as underutilisation of the budget.
- File records of accounts from outsourced Attorneys, verify accounts and monthly consolidated statements and liaise with the Finance Department to ensure payment.

**Reporting**

- Compile Monthly management report for contracts expiring to the Company Secretary (three months in advance)
- Compile report to the Company Secretary and COO for all contracts that have been send back to the head office.
- Compile monthly litigation report and legal opinions provided for submission to Company Secretary

**QUALIFICATIONS AND EXPERIENCE**

- LLB or equivalent University Degree
- Postgraduate Degree will be an added advantage.
- Admitted Attorney/Advocate of High Court an added advantage
- At least 2 years' experience in a similar position
- Good verbal and written communications.

**KNOWLEDGE AND UNDERSTANDING OF**

- Understanding of South African Legislation
- Knowledge of the information management tools.

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Detailed CV to be sent to : [oceo@southafrica.net](mailto:oceo@southafrica.net)

Closing date : **22 April 2019**

**Should you have not heard from us within two weeks after the closing date, kindly consider your application unsuccessful.**



No late applications will be accepted.

