



SOUTH AFRICAN TOURISM

Job Advertisement

SENIOR CORPORATE LEGAL SPECIALIST

An exciting opportunity exists for an individual who will oversee, direct and manage general legal services in the organisation at SA Tourism. The vacancy is based at South African Tourism's Home Office in Sandton. This position reports to the Head: Governance, Risk and Compliance. 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:

- Draft policies and procedures affecting SAT.
- Lead the process of ensuring legal compliance.
- Draft, negotiate, vet and/or review of contracts.
- Monitor the contract life cycles.
- Establish and administer a contract administration system.
- Identify legal risks to contracts and propose mitigation.
- Interpret and explain contract clauses and relevant legal principles
- Provide verbal and written legal advice; draft legal opinions; represent SAT in labour forums where required (e.g. the CCMA, Bargaining Council and other Tribunals).
- Receive and peruse legal documents received by any Unit within the SAT that are forwarded to the Legal Services.
- Provide input/making verbal or written submissions on the legal documents, as is deemed necessary.
- Communicate and provide feedback to the relevant external legal service providers.
- Receive feedback from external legal service provider.
- Monitor and ensure that the external service providers operate within the guidelines of SAT's mandate to the service provider.
- Direct and oversee account payments to service providers.
- Provide management with strategic legal input to inform improvement of frameworks, business processes, policies, procedures and systems that manage business operations.
- Comply with legislative requirements from a sub-unit perspective.
- Oversee and direct, to the extent required, the development or currency of policies and procedures.
- Obtain relevant approvals for litigation in a timely manner.
- Conduct preparation for and manage and administer litigation, or any other dispute resolution proceedings.
- Prepare litigation reports for submission to relevant forums addressing relevant matters, including status, outcomes and costs.
- Develop a communication method for liaising with external service providers.
- Communicate and provide feedback to the relevant external providers.

- Ensure that feedback from engagements is filtered back into the unit and SAT.
- Develop a training plan for legal compliance.
- Design programs aimed at preventing litigation and/or other penalties related to matters such as criminal conduct, financial misconduct, sexual harassment, harassment, workplace discipline, workplace dispute resolution and ethics training.

Qualifications and Experience

- LL.B or equivalent legal qualification, LL.M will be an added advantage
- Admission as Attorney or Advocate of the High Court of South Africa.
- 6-10 years' experience as in - house, private or public legal practice, of which at least 5 years should be at a senior level (middle management).
- Litigation experience.

Knowledge and Understanding

- Knowledge and understanding of all relevant common law principles, legislation, case law, legal tradition and legal writings that govern the Public Administration and the Organisations including, but not limited to, the Constitution of the Republic of South Africa, Promotion of Administrative Justice Act, National Archives of South Africa Act (where applicable), Promotion of Access to Information Act, Cybercrimes Act, Promotion of Equality and Prevention of Unfair Discrimination Act, Prevention and Combatting of Corrupt Activities Act, Interpretation Act, Broadcasting Act, Advertising Standards Authority, Electronic Communications and Transactions Act, Protection of Personal Information Act, Conventional Penalties Act, Tourism Act, Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, Trademarks Act, Copyright Act, Magistrate's Court Act and Rules, High Courts Acts and Rules, CCMA Rules, Labour Relations Act, Employment Equity Act and the Basic Conditions of Employment Act.

Qualities

- Attention to detail
- Critical thinking
- Innovative forward thinker
- Excellent interpersonal relations
- Customer focus
- Excellent negotiation skills
- A team player
- Excellent written and oral communication skills
- Problem-solving skills

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Detailed CV and cover letter to be sent to : hr@southafrica.net
 Closing date : **16 October 2019**

Should you have not heard from us within two weeks after submitting your application, kindly consider your application unsuccessful.

No late applications will be accepted.