



SOUTH AFRICAN TOURISM

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 and 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.
- Maintain a register of all legal documents for safe keeping.
- Coordinate general administration of the office.
- Conduct legal research, compile reports and perform other administrative tasks.
- Receive all correspondence and records & distribute the same.

Preparation and 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 South African Tourism Business Unit Managers, sign acknowledge 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 South African Tourism.
- 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 South African Tourism electronic contract 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 affected.
- Manage inventory supplies.
- Monitor the budget of the unit in relation to the office administration 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.

Drafting of contracts and opinions

- Provide input and support into the drafting and reviewing of contracts.
- Oversee contract life cycles.
- Conduct research on legal issues in order to provide informed opinion.
- Advise managers on legal issues to ensure compliance.
- Ensure that the reviewed and approved contract is forwarded to the relevant Business Unit manager for signature by third parties.
- Generally review contracts below within/below a set amount in value or foreign equivalency value, plus provide notes and recommendations thereon.

Reporting

- Compile monthly management report for the Company Secretary.
- Compile report for all contracts that have been sent back to the head office.
- Compile monthly litigation report and legal opinions provided for submission to Company Secretary.

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Laws (LLB) Degree or an equivalent relevant qualification.
- Postgraduate Degree will be an added advantage.
- Admitted Attorney/ Advocate of High Court an added advantage.
- 3 to 5 years' experience in a similar position.
- Good verbal and written communications.

KNOWLEDGE AND UNDERSTANDING OF

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

Visit us @ www.southafrica.net

Please send your detailed CV to : oceo@southafrica.net

Closing date : 02 September 2026

No late applications will be accepted.

People with disabilities are encouraged to apply. Due to the large amount of correspondence we envisage receiving, only shortlisted candidates will be contacted. Should you have not heard from us Four weeks after the closing date, kindly consider your application unsuccessful.