

Job Title:	Legal Manager/ Company Secretary
Salary	Negotiable
Reporting to the:	Chief Executive Officer
Based:	Pretoria

QUALIFICATIONS & EXPERIENCE

A relevant Bachelor's Degree in Law, (LLB/LLM), 3-5 years' experience in interpreting and advising on relevant legislations, directives, practices/ procedures and ensuring compliance. Membership of the Law Society of South Africa (ISSA) or relevant bodies will be an added advantage. Must have a valid driver's licence.

SKILLS AND KNOWLEDGE:

Good understanding of legislations applicable to Public Service, policy formulation, contract drafting and management. Knowledge of the litigation processes within the agricultural sector, Labour Relations and sound Law interpretation skills. Knowledge of the SCM regulatory framework, PFMA and relevant National Treasury prescripts, LRA, PSA, corporate governance and regulations.

- Draft legal and policy documents and amend them when required;
- Manage the resolution of legal disputes which includes representing the NAMC at arbitrations and in a court of law and liaising with appointed legal professions.
- Manage relationships and all issues relating to the Council and Stakeholders, including convening Council and Committee meetings;
- Review all legislative and regulatory developments and advise the Council / Sub Committees accordingly;
- Provide guidance to the Council on matters of law, ethics and good governance during Council meetings;
- Ensure that Council members understand their duties and the scope of performing with the prescribed mandate e.g. signing declaration of interest, attendance requirements, and absence rules;

Short-listed candidates will be subjected to a qualification verification and reference check.

THE SUCCESSFUL CANDIDATE WILL BE EXPECTED TO:

- Provide legal services and support including Labour relations matters, vetting of policies, contracts, charters and related legal documents.
- Draft contracts, MOU's and SLA's, memorandum and letters on behalf of the NAMC.
- Ensure that the administrative and contractual decisions of the NAMC are compliant with governing legislation and conduct awareness sessions on the impact of any new legislative requirements and related issues;
- Provide board secretary duties to the Council and sub-committees of the NAMC;

APPLICATION DETAILS

Please forward your Curriculum Vitae (CV) to: hr@namc.co.za

Closing date:
18 January 2019

If you have not been contacted within three months of the closing date, please consider your application unsuccessful. For further queries, contact Pamela Shoyisi on 012 341 1115.

