

Job Specification

Job Title		Manager: Legal Services
Category	Permanent Position	
Division	Office of the CEO	
Reporting To	Company Secretary	
Job Level	Paterson Grade D3	
Job Purpose Statement	To provide legal advisory and litigation support services to DTPC.	
Key Performance Areas	Legal Support	<p>Provide legal opinions and legal advice to Company Secretary, management, and staff, by:</p> <ul style="list-style-type: none"> ● Researching legal issues; ● Preparing written and/or oral opinions on legal issues; ● Managing and maintaining a repository of Legal opinions obtained to ensure compliance; ● Providing legal advice on Property, Labour, Environmental, Built environment and SEZ issues to DTPC; and ● Keeping up to date on legislation and judgments. <p>Draft and review non-procurement contracts, rules and policies, by:</p> <ul style="list-style-type: none"> ● Negotiating wording of non-procurement contracts with counterparties; ● Reviewing and/or negotiating wording of draft contracts prepared by other business units and counterparties; and ● Updating existing non-procurement contracts where required.
	Manage Litigation Services provided by external service providers	<p>Manage litigation services provided by external legal service providers to DTPC by:</p> <ul style="list-style-type: none"> ● Managing and monitoring panel of external attorneys; ● Advising DTPC on most suitable option with regard to litigation or settlement; ● Monitoring and managing instructions given to attorneys and verify for understanding; ● Providing information and legal documents to legal service providers for litigation purposes; ● Managing litigation as provided by legal service providers; ● Advising and/or ensuring legal opinions received are verified for accuracy and credibility; ● Reviewing invoices and statements of legal service providers; ● Negotiating with opposing parties in regard to legal matters; ● Assisting in resolving legal disputes with third parties;

**Qualifications,
Knowledge,
Skills and
Competencies
Required**

	<ul style="list-style-type: none"> ● Reviewing of instructions to conveyancers with regard to property transfers; and ● Compiling quarterly reports.
Statutory Compliance	<p>Ensure DTPC statutory compliance, by:</p> <ul style="list-style-type: none"> ● Ensuring compliance with all relevant legislation (e.g. PFMA, PAJA, POPIA, DTPC Act, Companies Act, SEZ Act, Labour Relations Act) and guidelines; ● Advising the relevant business unit on amendments to policies and procedures to comply with changes in legislation and judgments; ● Reviewing policies prepared by other business units and advising management on legal implications of internal policies and procedures; ● Monitoring and advising on emerging legal risks to business units; ● Facilitating the compilation of risk action plans for legal and fraud risks by each business unit; ● Compiling a quarterly compliance report; and ● Providing training to management and staff when required.
	<ul style="list-style-type: none"> ● LLB and Articles or Pupillage ● Admission as Attorney or Advocate ● Commercial / Business Degree is advantageous ● 5-7 Years' post articles experience within a Legal practice / attorney firm / Bar or Corporate ● Computer Literacy (Ms office: Word, PowerPoint, Excel) ● Knowledge of relevant legislation (PFMA, PAJA, POPIA, LRA) and administrative and constitutional law, widely read ● Knowledge and understanding of Public Financial Management Act ● Knowledge of corporate governance principles ● Litigation skills ● Drafting skills (policies, procedures, contracts, rules) ● Report and opinion writing ● Systematic thinking ● Industry awareness ● Sound judgement & decision making ● High tolerance to stress ● Good self-awareness ● High level of integrity ● Organisational commitment ● Self-confidence ● Excellent written and oral communication ● Proactive communication ● Personal impact & credibility ● Ability to manage conflict ● Strong negotiation skills ● Ability to develop and maintain effective relationships ● Prioritising and organising

Closing Date	<ul style="list-style-type: none"> ● Results focus ● Customer/client focussed <p>26 November 2021</p>
Employment Equity	<p>Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.</p>
Recruitment and Selection Process	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> ● Shortlisting of CVs based on minimum requirements of the role; ● 1st Round Panel Interview; ● Psychometric Assessment/s; and ● Verification Checks.
Verification Checks	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"> ● Criminal; ● Credit (position of trust) and Financial dealings, if relevant to position; ● Qualifications; ● Reference Checks; ● South African citizen; ● Drivers license; and ● Positive verification of current remuneration package.
Remuneration and Benefits	<p>R780,000 – R1,170,000 Total Cost to Company Package.</p> <p>Cellphone allowance of R1,076 per month.</p> <p>Non-guaranteed performance bonus.</p> <p>22 Working days leave per annum.</p>
Application Forwarding Details	<p>Applications, including a detailed CV, must be forwarded to HR@dubetradeport.co.za.</p> <p>Please ensure that the vacancy being applied for is clearly indicated on your application.</p> <p>Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.</p>