



JOB DESCRIPTION

JOB DETAILS

JOB TITLE: LEGAL ADVISOR
DIVISION: LEGAL
REPORTING TO: MANAGER: LEGAL
GRADE:

PRIMARY PURPOSE OF THE JOB:

To plan and coordinate transverse legal services, provide sound legal advice to the Companies Tribunal, assist the Manager: Legal as well as analyse information on all legal matters.

JOB RELATIONSHIPS:



KEY RESULTS AREAS:

- KRA 1: PROVIDE LEGAL SUPPORT
- KRA 2: SUPPORT TO MEMBERS ON APPLICATIONS AND ALTERNATIVE DISPUTE RESOLUTION
- KRA 3: SUPPORT TO THE GOVERNANCE STRUCTURE
- KRA 4: STAKEHOLDER MANAGEMENT
- KRA 5: AUDIT
- KRA 6: PROCUREMENT
- KPA 7: OPERATIONS AND REPORTING
- KRA 8: RESEARCH

ACCOUNTABILITIES

Note: The following list of Key Results Areas and Outcomes/Outputs not exhaustive. Companies Tribunal may instruct the employee at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job, or in accordance with operational requirements.

Key:

KRA:

What their area of responsibility includes?

OUTCOME/OUTPUT:

How will we know the key results area has been performed successfully?

Key Results Areas (KRA's)	Outcomes/Outputs
1. PROVIDE LEGAL SUPPORT	1.1 Assist in aligning and review policies of the Tribunal 1.2 Assist in aligning internal documents, policies etc to best practices, norms and standards 1.3 Advise on any internal investigations or contraventions of policies/contracts 1.4 Draft and vet contracts (i.e. SLA, memorandum of understanding etc.) that bind on the Companies Tribunal 1.5 Provide legal opinion to the Companies Tribunal on various laws 1.6 Provide legal support for labour related matters 1.7 Represent CT on all Labour Relations Matters 1.8 Lead the projects regarding Companies Act amendments as and when required 1.9 Provide legal opinion when required 1.10 Maintain the legal opinion register 1.11 Research best practice and benchmarks on legal matters 1.12 Issue protocols and standards 1.13 Perform any other legal function, and provide any legal support as may be requested from time to time
2. SUPPORT TO MEMBERS ON APPLICATIONS AND ALTERNATIVE DISPUTE RESOLUTION	2.1 Support relating to adjudication and Alternative Dispute Resolution: 2.1.1 Provide recommendations in relation to resolution of disputes as contemplated in Chapter 7 of the Companies Act as and when requested 2.1.2 Provide recommendations to the tribunal on applications filed in the High Court for review 2.1.3 Assess new applications submitted to the Companies Tribunal 2.1.4 Attend Tribunal hearings 2.2 Secretarial Support: 2.2.1 Ensure the convening of the meetings 2.2.2 Ensure quality recording of proceedings of the meetings 2.2.3 Ensure delivery on the Actionable Item List by the responsible persons 2.2.4 Maintain proper filing system of the minutes and other relevant documents, such as declarations, committee charters, etc.
3. SUPPORT TO THE GOVERNANCE STRUCTURE	3.1 Support relating to committees (REMCO, ARC, IT and MANCO) 3.1.1 Assist with the interpretation of any law necessary for the functions of the committees 3.1.2 Advising committees on procedures and conduct relating to the work of the committee

ACCOUNTABILITIES

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Key:

KRA:

What their area of responsibility includes?

OUTCOME/OUTPUT:

How will we know the key results area has been performed successfully?

Key Results Areas (KRA's)	Outcomes/Outputs
	3.1.3 Coordinate the relevant training / induction for new committee members by partnering with the relevant business unit 3.2 Ensure the provision of secretarial support to the Governance Structure (REMCO, ARC and IT) 3.2.1 Ensure the convening of the meetings 3.2.2 Ensure quality recording of proceedings of the meetings 3.2.3 Ensure delivery on the actionable item list by the responsible delegate 3.2.4 Maintain proper filing system of the minutes and other related documents, such as declarations, committee charters, etc.
4. STAKEHOLDER MANAGEMENT	4.1 Attend and participate in both CT outreaches seminars 4.2 Conduct workshops and presentations on Companies Act, Regulations or any other legal topic.
5. AUDIT	5.1 Address and resolve all Legal audit queries 5.2 Give management input on the audit report 5.3 Implement Audit Recommendations
6. PROCUREMENT	6.1 Initiate requisition on Legal products / needs 6.2 Complete Terms of Reference / Specifications 6.3 Participate and take lead in the appointment of the service provider for Legal
7. OPERATIONS AND REPORTING	7.1 Provide input into the strategic and annual performance plan of CT 7.2 Prepare monthly, quarterly and annual reports for the division 7.3 Present the divisional report to all the necessary stakeholders 7.4 Report to the Manager formally and informally
8. RESEARCH	8.1 Conduct research for CT
9. OTHER	9.1 Perform any other lawful legal unit function when directed

REQUIREMENTS

SPECIFIC REQUIREMENTS:

REQUIREMENT SPECIFIC TO THE JOB:

Qualifications:	Minimum:	Ideal:
	Relevant degree or LLB qualification	LLB qualification and admission as an advocate or attorney

Experience:	Minimum: 5 years' legal experience	Ideal: 5+ years' legal experience
Language Skills:	Ability to read, analyse, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.	
Numerical Skills:	Basic Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.	
Reasoning Skills:	Very High Skills: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.	
Knowledge & Other Skills:	- Excel – Case reporting - Word – monthly, quarterly and annual reports - Presentations to company law committee, minister, parliament and other stakeholders - Attention to detail - Planning and organising - People management - Project management - Stakeholder management - PFMA, Companies Act, BCEA and other various government legislation applicable to Tribunal	

CONSENSUS ON CONTENTS OF THE JOB:

APPROVED BY:		
Job Holder/ Incumbent: Job Title: Signature: _____ Date: _____	Manager: Job Title: Signature: _____ Date: _____	
HR: Name: _____ Signature: _____ Date: _____		
PREPARED BY: _____ DATE: _____		