

DIVISIONAL MANAGER - LEGAL SERVICES: EL

SALARY PER MONTH: R106 114.00 TCTC

LEGAL SERVICES

ITHALA TRADE CENTRE

REFERENCE NUMBER: LJ22034

Reporting to the Group Chief Risk Officer, the Divisional Manager: Legal Services will manage IDFC's legal services by providing sound legal advice, legal securities and recoveries and litigation services.

The Divisional Manager - Legal Services will:

- Provide input into the development of the Division's operational strategic plan and implementation.
- Participate and advise on policy development and implementation.
- Review and update policies and procedures within agreed timeframe to ensure that objectives are standardised to mitigate potential risks.
- Review the Division's performance and make recommendations to improve the efficiency and effectiveness.
- Evaluate the adequacy and effectiveness of internal controls, governance, and risk management of all business processes within the Division.
- Ensure Compliance to corporate and legislative requirements.
- Provide legal advice on the interpretation of legislation and on compliance with the legislative framework.
- Support the legal team in drafting, verifying, vetting, and negotiating all agreements.
- Develop a contract management strategy to ensure that all relevant parties comply with contractual obligations.
- Oversee all litigation matters against and for IDFC.
- Implement and enforce proper record management policies, guidelines, and schedules.
- Ensure that stakeholder requirements are well understood, documented, and constantly revised.
- Monitor and evaluate performance of Panel Attorneys.
- Develop and manage the Division's annual budget.
- Implement controls over spending and procurement to ensure adherence to budget.
- Manage Human Capital.

The following minimum requirements should be met in order to be considered:

Qualifications:

- LLB degree and must be an Admitted Attorney of the High Court or Advocate

Experience:

- 5-10 years working experience in commercial and corporate law and commercial contracts.
- 5 years management experience.
- Member of the Law Society.

Requisite Functional Competencies:

- Computer literacy (Ms office).
- Knowledge and experience in financial planning and forecasting.
- Knowledge and understanding of Public Financial Management Act.
- Knowledge of corporate governance principals.

- Knowledge of risk management concepts, frameworks, and methodology.
- In-depth knowledge of legislation relevant to the business of IDFC and Public Sector.
- Knowledge of Promotion of Access to Information Act.
- Knowledge of Legislative process Court rules and processes.
- Knowledge of Banks Act, Companies Act and other relevant legislation applicable to financial institutions, lending and compliance.
- Knowledge of National Building Regulations and Building Standards Act.
- Knowledge of contract law and drafting of contracts/legal documentation.
- Experience in Magistrate's and High Court litigation; and quasi-judicial litigation.
- Experience in drafting of commercial contracts would be an advantage.

All Short-listed applicants will be subjected to assessments, references and credit checks.

**ITHALA EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT
PREFERENCE WILL BE GIVEN TO PEOPLE WITH DISABILITIES, AFRICAN MALE, AFRICAN FEMALE OR
COLOURED FEMALE.**

CLOSING DATE: 30 SEPTEMBER 2023

INTERESTED APPLICANTS MUST FORWARD A DETAILED CV; CERTIFIED COPIES OF QUALIFICATIONS AND ID DOCUMENT BY E-MAIL TO HR_recruitment5@ithala.co.za. KINDLY ALSO INCLUDE A MOTIVATION OF HOW YOU MEET EACH OF THE ENTRY REQUIREMENTS LISTED ABOVE AND QUOTE THE REFERENCE NUMBER FOR THE POSITION.

PLEASE NOTE:

- LATE APPLICATIONS AND APPLICATIONS WITH NO REFERENCE NUMBER WILL NOT BE CONSIDERED.
- E-MAIL USERS ARE REQUESTED TO SET THE DELIVERY OPTION ON BOTH "RETURN RECEIPT" AND "CONFIRM DELIVERY".
- CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES. ALL SHORT-LISTED APPLICANTS WILL BE SUBJECTED TO ASSESSMENTS, REFERENCE, AND CREDIT CHECKS. IF YOU HAVE NOT BEEN CONTACTED WITHIN 3 MONTHS OF CLOSING DATE OF THE ADVERTISEMENT, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.