

MMABANA ARTS, CULTURE AND SPORT FOUNDATION



DEPUTY MANAGER – LEGAL SERVICES : NMM (HEAD OFFICE) (X1)

REFERENCE NO: MACSFNMM/130824/7

POST LEVEL 10

R 582 900,00 AS A BASIC SALARY, EXCLUDING BONUS AND BENEFITS

1. Job Purpose

The Deputy Manager: Legal Services shall provide legal services and support including Labour relations matters, vetting of policies, charters and related legal documents. Ensure that the administrative and contractual decisions of MACS are compliant with governing legislation and conduct awareness sessions on the impact of any new legislative requirements and related issues.

2. Duties and Responsibilities

Good understanding of legislations applicable to Public Service, policy formulation, contract drafting and management.

Manage the resolution of legal disputes which includes representing MACSF at arbitrations, in a court of law and liaising with appointed legal professions.

To provide the Directors of the Board with guidance to their duties, responsibilities, powers, good governance and changes in the legislation.

To ensure that minutes of the Board meetings of any other committee are properly recorded.

Prepare monthly and quarterly reports for the office of the Executive Management meetings.

Maintain up-to-date logs of papers discussed at committees and decisions made.

Knowledge and Skills

Knowledge of the litigation processes, 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.

3. Minimum Requirements

A relevant Bachelor's Degree in Law, (LLB/LLM).

3-5 years' experience in interpreting and advising on relevant legislations.

Membership of the Law Society of South Africa (ISSA) or relevant bodies will be added advantage.

A Valid driver's license is essential.