

# MMABANA ARTS, CULTURE AND SPORT FOUNDATION



**SENIOR MANAGER – LEGAL AND BOARD SECRETARIAT: NMM (HEAD OFFICE) (X1)**

**REFERENCE NUMBER: MACSFNMM/130824/2**

**POST LEVEL 13**

**R1 124 873,64 (TOTAL COST TO COMPANY ANNUAL REMUNERATION)**

**PERMANENT CONTRACT**

## **1. Job Purpose**

The legal and Board Secretariat 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 MACSF are compliant with governing legislation and conduct awareness sessions on the impact of any new legislative requirements and related issues.

## **2. Duties and Responsibilities**

- 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.

## **3. Skills and Knowledge**

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

#### **4. 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.
- Own Reliable Vehicle.
- A Valid Unendorsed driver's license is essential.