



The Media Development and Diversity Agency (MDDA) is a statutory development agency for promoting and ensuring media development and diversity, set up as a partnership between the South African Government and major print and broadcasting companies to assist in developing community and small commercial media in South Africa, in terms of the MDDA Act No 14 of 2002.

## **Legal and Contracts Manager**

The Legal and Contracts Manager will: -

- Provide general legal advisory services to the MDDA;
- Provide expert advice to the MDDA Management and various line functionaries.
- Ensure proper contract management between the MDDA and its beneficiaries and/or service providers;
- Coordinate and conduct quality assurance on all documentation and provide well researched legal opinions on all legal issues;
- Ensure correct interpretation of legal contracts and crafting of existing and new contracts;
- To provide a comprehensive, professional, inter-departmental/transversal law advisory service (contract drafting, auditing and editing and labour law advisory services in the form of legal intervention) to the respective line function components protecting the interest of the MDDA;
- Drafting and/or management of service level agreement(s) with service providers contracted to support the Agency;
- Draft and Interpret Legal contracts;
- Provide general legal advice to the Agency;
- Handle Human Resources requiring legal intervention;
- Assist and guide Management and the MDDA Board on legal matters;
- Continuously monitor compliance issues with regards to all applicable legislation

**Requirements: -**

An appropriate tertiary qualification – LLB or equivalent with at least 2-3 years in the legal field. Experience of the development sector will be an added advantage.

**Remuneration: -**

R344,000.00 total cost to company per annum excluding a discretionary performance bonus. The Legal and Contracts Manager will be reporting to the Chief Executive Officer and the position is based in Parktown, Johannesburg.

Should you be interested in this position, please submit a copy of your CV, together with three contactable referees to Ms Harriet Mhlanga ([harriet@mdda.org.za](mailto:harriet@mdda.org.za)) by the **06 March 2009**.

Correspondence will be conducted with shortlisted candidates only. Should you not hear from us within two weeks of the closing date, please consider your application as unsuccessful