

1. POSITION DETAIL

CURRENT JOB TITLE	Legal Officer	JOB GRADE	
PROPOSED JOB TITLE	Legal Officer		
JOB CODE			
DEPARTMENT	Office of the CEO		
DATE REVIEWED			
LOCATION	Head Office: Parktown, Johannesburg		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
To assist the Legal Manager in effective and efficient management of Legal-Operations with special focus on administrative law, law of contract, labour law and any other operational related matters which includes providing legal opinions, attending and conducting legal related workshops, drafting of legal guidelines, conducting legal research, and providing organizational support to all business units within the Media Development and Diversity Agency.			
POSITION IN THE ORGANISATION			
2ND LINE MANAGER (2NDLEVEL)	<input type="text" value="None"/>		
1ST LINE MANAGER (1STLEVEL)	<input type="text" value="Head of Legal Services"/>		
POSITION	<input type="text" value="Legal Officer"/>		
14. SUBORDINATE (1ST LEVEL)	<input type="text" value="None"/>		
SUBORDINATE (2ND LEVEL)	<input type="text" value="None"/>		
SUBORDINATE POSITIONS			
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>			
<ul style="list-style-type: none"> • None 			

2. POSITION DESCRIPTION

Job Functions

<p>1. To draft, track, monitor and manage contracts pertaining to grants/funding.</p>	<ul style="list-style-type: none"> • Assist in ensuring contract close-out, extension or renewal. • Monitor contract compliance with funding requirements from recipients • Liaise recipient attorneys or recipient until consensus has been reached • Maintain contractual records and documentation • Assist in providing guidance on contract matters • Assist in ensuring that signed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation • Serve as the point of contact for customers on contractual matters. • Ensure all contracts are devoid of omissions and MDDA interests are protected • Draft legal documents.
<p>2. To assist in ensuring regulatory compliance in alignment with statutory requirements.</p>	<ul style="list-style-type: none"> • identifies legislation which impacts on the mandate of the MDDA and update the compliance matrix • Assists in the development of monthly compliance checklist and sign off by unit managers • Conducts analysis on deviations from statutory practices to be used as a basis for strategic interventions for management's consideration. • Monitors Service Level Agreement Compliance
<p>3. To assist in providing legal research and legal advice in alignment with MDDA legal needs.</p>	<ul style="list-style-type: none"> • Provides sound legal advice and opinions which is benchmarked on legal precedents to MDDA business units. • Reviews and provides legal advice on all Public Finance Management Act and related issues, Contracts, Corporate Governance issues and related matters, advice and opinions on legislation and regulations • Conducts proper risks analysis and identify triggering factors towards potential legal risks within business units. ▪ Provides legal protection and risk management plans. • Advises and consults on Human Resources matters requiring legal intervention • Undertakes in-house legal research, including preparation of documentation, for all cases likely to be subject to court action. • Acts as first point of contact on all legal issues
<p>4. To assist in minimising litigation cases against MDDA, both internally and externally.</p>	<ul style="list-style-type: none"> • Provides feedback loop and communication mechanisms to track progress on and against litigation cases managed externally. • Analyses cases against MDDA to maximise opportunity costs.
<p>5. To manage and minimise dispute resolution to mitigate</p>	<ul style="list-style-type: none"> • Coordinates all administrative matters relating to the resolution of contractual disputes e.g. <ul style="list-style-type: none"> a) Employment contractual issues

<p>risk in MDDA, both internally and externally.</p>	<p>b) Supplier agreements.</p> <ul style="list-style-type: none"> • Coordinates required affidavits, briefing with attorneys, etc. • Represents MDDA in court where appropriate, e.g. represents management at CCMA cases involving staff /contractual issues. • Coordinates the management of disciplinary/grievance hearings at Stage 4 of the Grievance and/or Disciplinary Procedures that procedurally requires the intervention of the CEO or his/her nominee • Prepares the appropriate documentation (including relevant charge) and the prosecution's case, in consultation with attorneys as appropriate, in respect of all serious cases involving staff or grant recipients.
<p>6. To provide support to MDDA sub-committee (induction, meetings and workshops) and training.</p>	<ul style="list-style-type: none"> • Assist in ensuring support complies with all legislative requirements. • Advice in conjunction with the MDDA's head of legal, the Chief Executive Officer or other Executives, and the Board in respect of the legal matters, as required. • Assist in compiling relevant reports, minutes, presentations, etc

3. JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • Matric (Essential) • Degree in Law – LLB (Essential) • Admitted as an Attorney (Essential)
EXPERIENCE	<ul style="list-style-type: none"> • 3 - 4 years in the legal field (Essential) • 2 years legal experience as an attorney (Essential) • Experience in the Media Sector (advantageous)

4. COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTITUDES
Legal research	Administrative	Ethical
Understanding on law of contracts, Civil and Criminal matters	Advanced communication	Fair
Relevant legislation	Advanced interpersonal	Independent
Understanding of market, current Media and legal issues.	Advanced writing	Lateral thinking
Understanding on labour and dispute resolution.	Planning	Open mindedness
	Problem solving	Deadline driven
	Relationship management	Decisive
	Strategic decision making	Dedicated
		Analytical
		Assertiveness

5. OTHER SPECIAL REQUIREMENTS

- None