

## VACANCY

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<b>TYPE OF VACANCY:</b>	<b>External</b>
<b>POSITION TITLE:</b>	<b>Legal/Commercial Associate</b>
<b>SITE &amp; LOCATION:</b>	<b>Head Office (Rosebank)</b>
<b>CLOSING DATE:</b>	<b>25 July 2024</b>

**JOB SUMMARY:** *The purpose of this role is to support the Legal, Risk and Compliance Manager by conducting commercial reviews, drafting documents including templates and terms and conditions, ensuring compliance with commercial contracts, negotiating contracts and renewals, handling contractual claims and correspondence, providing legal advice and dispute resolution assistance, conducting research, and assisting with risk management.*

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### **DUTIES AND RESPONSIBILITIES:**

- Provide expert legal advice and guidance on a wide range of legal matters, including contracts, compliance, intellectual property, employment law, and regulatory issues.
- Conduct legal research and analysis to anticipate and identify potential legal risks and implications associated with various business activities, initiatives, and decisions.
- Collaborate with relevant stakeholders to develop strategies, policies, and procedures that mitigate legal risks and ensure compliance with applicable laws and regulations.
- Advise on legal implications and potential consequences of proposed actions, initiatives, or changes in business practices to safeguard reputation and minimize legal exposure.
- Undertake legal research.
- Ensure efficient and effective management of litigation for and against the business.
- Ensure compliance with applicable laws, regulations, and industry standards by developing and implementing legal compliance programs and monitoring mechanisms.
- Review and negotiate contracts, agreements, and legal documents to protect the business' interests and ensure compliance with legal requirements.
- Oversee the maintenance and organization of legal records, documents, and databases, ensuring their accuracy, confidentiality, and accessibility.
- Ensure effective operations of contract management.
- Ensure that an up-to-date contract register is kept.
- Provide monthly updates on the status of the contracts to the Line Manager.
- Maintain and enforce all related Service Level Agreements to minimise business risk and ensure business continuity.
- Review related Standard Operating Procedures in consultation with the Line Manager to ensure business optimisation.
- Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation.

### **ACADEMIC QUALIFICATIONS, REGISTRATIONS, LICENCES & PERMITS:**

- LLB
- Admitted attorney/advocate (preferable)
- A valid RSA driver's license

### **EXPERIENCE:**

- PQE and 5 years related work experience

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Legislative compliance

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- Contract drafting
- Written and verbal communication
- Negotiation skills
- Presentation skills
- Report writing
- Risk management
- Litigation management

### **BEHAVIOURAL COMPETENCIES:**

- Ensures consistent adherence to ethical standards, organisational values, and the provision of equal opportunities
- Enforces compliance to standard operating procedures, contractual agreements and safety guidelines, and deal with non-conformance when required
- Builds a spirit of teamwork, adopt practices that capitalise on the value of diversity, and which show appropriate, genuine consideration and support for others
- Demonstrates receptiveness and support for new ideas and change initiatives by adopting an appropriate attitude and taking action to ensure effective implementation
- Takes ownership of solutions and drive the achievement of outputs and exhibit a 'can-do-attitude' which positively influences and inspires employees into collaborative action
- Solution and improvement focused (initiative and motivation)
- Effective time management skills with a sense of urgency. Efficient and effective in meeting deadlines and delivering results
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Energy and drive
- Attention to detail, strives for perfection, big picture thinking
- Deal effectively with change
- Ethical, adhering to principles and values
- Planning and organising decision making & problem solving
- Emotional intelligence
- Efficient and effective in meeting deadlines and delivering results
- Negotiation skills
- Work well under pressure

### **ADDITIONAL REQUIREMENTS:**

- Must be willing to travel

Kindly send your application to: [recruitment@nafasiwater.com](mailto:recruitment@nafasiwater.com) indicating the “**Legal Associate**” in the subject line.

*While the company's recruitment policy stipulates that all positions will be advertised, provision is also made for appointments to be made in accordance with the company's succession planning strategy and practice when filling vacancies. In line with Nafasi's commitment to transformation, suitable qualified candidates from previously disadvantaged groups, will be given preference.*