

## LEGAL MANAGER

REF NUMBER : ADA2018/02/02

### Minimum requirements:

Law degree or equivalent qualification. Minimum 2-3 years corporate legal experience. Experience in identifying, communicating, and mitigating any risks that could impact on ADA. Knowledge of applicable legal prescripts. Experience in providing legal support for labour related matters. Strong knowledge of drafting contracts. Experience in ensuring legal compliance in ADA. Experience in interpreting and commenting on legislation, directives, practices, and procedures. Knowledge in preparing relevant draft legislation. Experience in policy formulation. Experience in systems implementation. Knowledge of IT applications, internal communications systems, and relevant software packages. A valid driver's licence.

### Key Performance Areas

#### → Legal Services

- ✓ Assist formulate and revise legislation affecting the Agency
- ✓ Assist in rendering Legal advice and opinions to ADA
- ✓ Representing the Agency in legal matters
- ✓ Prepare and manage litigation cases with State Attorney
- ✓ Assist in the development of all contracts and
- ✓ Assist in contract management

### Note:

- All appointments are subject to the signing of a performance agreement contract.
- The ADA reserves the right not to appoint any applicant to the above positions.
- Applications must be submitted in the following manner:
  - A covering letter indicating the reference number and post that you are applying for.
  - A comprehensive Curriculum Vitae with details of previous experience
  - Originally certified copies of qualifications and identity documents
  - Full names and telephone numbers of three work related referees.
- Failure to submit the requested documents will result in your application being disqualified.

**Enquiries: Mrs N Mkhathini Closing date: Friday 01March 2018**

**Forward your application for the attention of Mrs MC Nelson, Agribusiness Development Agency, Private Bag X01, Montrose, Pietermaritzburg, 3202 or had deliver to No.5 Cascades Avenue, Montrose, Pietermaritzburg.** Should you not hear from us **8 weeks** after the closing date, please consider your application unsuccessful