

BE PART OF THIS TEAM

The East London Industrial Development Zone SOC Ltd is a State-Owned Corporation set up by government through the South African Industrial Development Zones Programme (now the South African Special Economic Zones Programme) to develop, operate and maintain modern infrastructure and to complementarily attract strategic investments for the region.

POSITION: MANAGER: LEGAL SERVICES | Ref: REC/01/25

Minimum Requirements: • BProc/ LLB Degree • Admitted as an Attorney or as an Advocate • 5 years' experience in a legal or corporate environment with commercial and public sector law experience • 2 years' management experience in a legal or corporate environment.

Required Competencies: Computer Literacy (Ms Office: Word, PowerPoint, Excel) • Knowledge of all legislation pertaining to ELIDZ • Knowledge of legal contract development and management • Knowledge of current case law pertinent to management of matters in the workplace • Knowledge of Companies Act and Insolvency Act • Knowledge and experience in financial planning and forecasting • Ability to manage disputes / litigation • Knowledge and understanding of Public Financial Management Act • Knowledge of risk and compliance management.

Specific Functional Responsibilities: • **Legal Services** • Review and develop contracts and contracts templates – broad spectrum and other required documentation • Negotiate terms of contracts • Management of disputes and litigation • Provision of support and legal advice to staff members including the procurement and bid specification committees • Provision of written and verbal legal opinions • Management and facilitation of priority debtors, handed over debtors, litigation matters etc. • Management of a Contract Management framework for the organisation • **Budget Control and Management** • Provision of inputs into the budget process • Provide monthly variance reporting • Effective budget management • **Management of Service Providers (Legal)** • Ensure that service providers are readily available through the establishment of a legal panel of service providers / contracts in place with service providers for matters that cannot be attended to internally • Handle ongoing contract management • Management of disputes • **Legal Awareness and Capacitation** • Update staff on current / legal issues • Develop content and circulate awareness material to all employees • Develop and update presentations / workshops (raise legal awareness) • Provide legal support to all departments • **Management of Risk** • Conduct Risk determination / assessment • Develop and update Risk register (Corporate and Operational) • Ensure implementation of plans and assessments • **Compliance/ Administration** • Ensure compliance with Promotion of Access to Information Act as well as other relevant Legislation and the development of Standard Operating Procedures (SOPs) and Processes • Maintain the Document Management Centre (DMC) filing system • Responsible for fulfilling bank signatory function • Ensure all ELIDZ procedures / processes are reviewed for legal compliance • Stakeholder management plan and implementation • **Reporting** • Provision / Compilation of standard and non-standard reports to internal and external stakeholders • Monthly updating of Litigation Register and submission to internal structures • Assist the Executive with the preparation of Board submissions in line with Board calendar and relevant internal committees / structures • **Management of Staff** • Managing staff appointments including performance management processes and maintain discipline • Provide coaching, mentoring, and capacity-building for staff.

Applications must be submitted by e-mail to: recruitment@elidz.co.za.

The closing date is 31 January 2025. If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill this position. **The East London Industrial Development Zone is an equal opportunity employer, and the filling of positions will be in accordance with affirmative action measures as per the ELIDZ Employment Equity Plan and supporting framework.**

The personal information submitted in response to this advertisement shall be processed solely for purposes relating to the position applied for, as mandated in law. The East London IDZ undertakes to ensure that appropriate security control measures are implemented to protect all the information submitted by the applicant.