ANNEXURE D

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)
The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

APPLICATIONS
Applications can be hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria, or potential candidates may apply online on the GTAC website at https://www.gtac.gov.za/careers. Please visit the GTAC website at www.gtac.gov.za for more information.

CLOSING DATE
12 April 2019 at 12h00

NOTE
Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Shortlisted candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm Permanent employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

MANAGEMENT ECHELON

POST 12/06
LEGAL SPECIALIST: JOBS FUND PMU ADMINISTRATION REF NO: G004/2019
Term: 36 Months Fixed Term Contract

SALARY
R1 005 063 – R1 183 932 per annum (Level 13) (All – inclusive package)

CENTRE
Pretoria

REQUIREMENTS
A relevant 3-year (NQF 7) qualification degree in Law, Postgraduate degree in Law (LLB) or related field. 5 - 8 years of experience in legal advisory environment. Management experience in a legal environment with specific reference to providing written and oral advice / opinion and performing functions of Corporate Law Advisor. Provide leadership in the delivery of reliable, accurate, timely and well-informed advice to the Jobs Fund Leadership Team on legal issues and the potential legal implications of various business initiatives and projects. Possess fidelity fund certificate issued by legal practice council will be added advantage. Be able to litigate on behalf of the fund and manage all litigation processes. Registered member with legal practice council. Competencies required: Client Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term “clients” refers to both internal and external clients. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Holding People Accountable: Acts to ensure others perform in accordance with clear expectations and goals. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others.

DUTIES
Draft contracts and legal instruments: Conduct and coordinate research into a range of legal issues. Draft contracts and develop the contracting process for reviewing contracts for compliance. Negotiate contracts on behalf of the GTAC/Jobs Fund. Provide effective and efficient legal advice to various internal stakeholders on legal issues concerning, amongst others the grant management, governance, compliance, litigation, dispute resolution and contract management.
Contract Management and Administration: Record all new instructions accurately and ensure that all records are easily accessible. Develop a policy document / framework to govern contract management within the Jobs Fund. Develop and maintain a register of standardized templates. Manage the provisioning of legal consulting and advisory services: Analyse request or instruction for legal support. Allocate request to relevant resource or take responsibility. Ensure quality of advice. Building understanding of legal issues, risks and obligations through advice. Ensure communications and training, especially for other legal services staff and managers. Ensure appropriate legal policies and practices are in place to manage the legal obligations and legal risks of the Jobs Fund effectively. Ensuring that professional best practice is achieved and maintained. Manage the drafting, reviewing and evaluation of contracts: Develop a policy document / framework to govern contract management within the Jobs Fund. Develop and maintain a register of standardized templates.

Manage the provisioning of legal consulting and advisory services:
- Analyse request or instruction for legal support.
- Allocate request to relevant resource or take responsibility.
- Ensure quality of advice. Building understanding of legal issues, risks and obligations through advice.
- Ensure communications and training, especially for other legal services staff and managers.
- Ensure appropriate legal policies and practices are in place to manage the legal obligations and legal risks of the Jobs Fund effectively.
- Ensuring that professional best practice is achieved and maintained.
- Manage the drafting, reviewing and evaluation of contracts: Develop a policy document / framework to govern contract management within the Jobs Fund. Develop and maintain a register of standardized templates.

Ensuring compliance to legal standards when contracts are drafted. Ensuring that appropriate amendments and suggestions are effected to minimise risk. Ensure the proper evaluation of contracts to identify risk and compliance.

Ensuring of legal compliance (regulatory and legislative): Develop legal guidelines for policy writing and adoption. Develop a legal framework for legislative compliance. Manage the control systems in relation to monitoring trends and track progress to ensure legal compliance. Provide a conducive climate for legal research. Be able to litigate on behalf of the fund and manage all litigation processes: Evaluate the extent of threats and/or risk arising from legal process. Determine legal approach to avoid risk and protect Jobs Fund’s interest. Set guidelines and control measures to be followed when in-sourcing legal professionals.

Relationship Building and Strategic Management: Manage stakeholder alignment. Ensure and manage interaction with all relevant Jobs Fund stakeholders. Providing advice to the Head of the Jobs Fund and the Executive Leadership Team across the range of the JF’s legal interests, risks and obligations. Ensure legality assurance perspective to the Job Fund’s strategic and governance processes, particularly the executive decision-making process. Establishing and maintaining effective public service and professional networks. Working with business units to quality assure the work of both the Legal Services team and external service providers.

People Management: Ensure the development of a high-performing team through embedding formal Performance Development and informally coaching staff on how to conduct the process effectively. Determine and analyse training and development needs for staff. Ensure that identified training is budgeted for and executed. Manage staff recruitment process, on boarding and induction of new staff members. Address poor performance of any team member through the formal Performance Improvement process. Pursue own development to increase personal effectiveness, acknowledging strengths and areas of development.

Team Operations: Liaise with internal and external customers as required. Familiarise the team with the customer needs, specifications, and set targets. Provide staff members with the necessary guidance and support in resolving legal matters. Assure that the team sufficiently addresses all relevant issues/matters. Ensure deliverables are prepared to satisfy the project requirements, cost and schedule and are in line with the Operating Guidelines.

Management and support of dispute resolution processes: Develop and manage dispute resolution framework for the Jobs Fund. Analyse nature of and complexity of dispute and allocate to appropriate resource or take responsibility of the process. Monitor and track progress on dispute to decide on appropriate cause of action to be taken (review or implement).