



a world class African city

City of Johannesburg
Johannesburg Development Agency

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Internal and External Advertisement Exciting and Challenging Position

The Johannesburg Development Agency (JDA) is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As the development manager of these initiatives, JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders.

The following position is available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

LEGAL SPECIALIST SALARY PACKAGE: R 635 799 – 953 698 p.a TCTC (including benefits)

PURPOSE OF THE POSITION: Reporting to the Senior Manager: Strategy, Performance, Risk and Administration. To provide legal advice and / or strategic direction on the litigations, interpretation and application of relevant legislation with respect to the activities of all business units of the JDA.

KEY PERFORMANCE AREAS: The role will

- Provide input on all legal correspondence e.g. letters of demand, summons and all court processes received.
- Decide on the prospects of success of litigating and manage litigation on behalf of JDA.
- Communicate with attorneys on progress with litigation.
- Comply with legislation.
- Draft legal and policy documents.
- Draft contracts on behalf of JDA.
- Make amendments to legal and policy documents.
- Draft standard templates for JDA agreements (inter alia loan agreements, suretyship agreement, shareholder agreements and subscription agreements, SLAs, MOUs, MOAs, CAs, IP Use Agreements etc).
- Draft and review leases and service level agreements attached to a branch /building.
- Facilitate management's understanding of legal implication with respect to potential business initiatives.
- Facilitate corporate understanding of legislation affecting agricultural sector, particularly with respect to research, technology development and transfer.
- Provide legal advice and litigation management for the organization.
- Provide contractual dispute resolution support.
- Develop Service Level Agreements and criteria to monitor performance.
- Provide legal advice and support in terms of contract negotiation, formulation, finalisation and termination to ensure compliance of newly drafted contracts with the National Treasury Contract Management Framework.
- Act as the custodian of all contracts by creating and maintaining contracts register and ensuring safe-keeping of all contracts and agreements.
- Develop standard contracts for the appointment of suppliers (incl. consultants, contractors etc).
- Conduct Legislative Compliance Assessment to determine the level of compliance with legislation within the organization and monitor compliance with all policies, legislation, government policies, and legal requirements.
- Chair and conduct disciplinary hearings.
- Provide input and advice to Industrial Relations regarding labour issues and grievances.

Education and experience required:

- Matric /Grade 12
- Bachelor of Laws (LLB) NQF Level 7
- Post Graduate qualification is advantageous
- Minimum relevant 5 years legal experience in local government, construction industry and legal drafting

- Admission as attorney of high court or Advocate of the bar is a must.
- Advanced MS Office and Report writing skills.
- Valid drivers license is a must have.

Closing date: 19 July 2024

Please take note that only online applications will be considered. Please apply by using the following link below:

APPLY ONLINE VIA THIS LINK:

<https://share-eu1.hsforms.com/1CUGDDxKjQ6iy60ofjCfFlwew554>

ENQUIRIES ONLY:

Contact Person: Sibongile Makhanya

Tel No: 011 688 7800

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an equal opportunity employer and position will be filled in line with its EE targets.