

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Forestry, Fisheries and the Environment (DFFE) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Legal Advisor

Salary total package: Level 11

Centre: Centurion

(Ref. WS11/022022)

Job Summary:

To provide legal support and advise on all legal and legal-related matters including, but not limited to, contracts, litigation, labour, compliance and corporate legal matters. Render assistance and support to the Legal Department, under supervision of the Legal Manager.

Key Performance Areas:

- Provide legal support and advise on various legal matters, to minimize and control risks to the SAWS
- Provide assistance to ensure that legal documents and other contractual documents are properly drafted, reviewed, interpreted, and vetted
- Develop and maintain an updated and accurate SAWS contract register
- Communicate/ workshop approved departmental policies and relevant legislation with all internal stakeholders.
- Co-ordinate, where necessary, comment on the development and amendment of legislation, in cooperation with internal and external stakeholders
- Conduct research on requisite legislation and case law when required
- Maintain relevant and effective systems and processes for the department
- Co-ordinate and manage litigation matters for and against the SAWS
- Liaise with and instruct the SAWS external legal service providers (attorneys)
- Assist with the dispute resolution in accordance with the SAWS policies and the legislative framework.

- Where necessary, represent the company at various levels dispute resolution mechanisms, e.g. Bargaining Forum, the CCMA etc., with the aim of managing the SAWS' interests.

Minimum Requirements:

- LLB or other relevant legal Degree
- Admission as an Attorney or Advocate (Bar Admission)
- At least 3 (three) years post-articles/ admission experience.

Technical and Behavioural Competencies Required:

- Contract Management
- Litigation, arbitration and mediation processes
- Sound knowledge of Labour Law and Commercial Law
- Compliance monitoring
- Legal drafting
- Research ability
- Written and verbal/ presentation skills
- Analytical skills
- Organising skills
- Sound practical judgment
- Team player
- Ability to work with minimal supervision
- Grasp complex areas of law rapidly and accurately
- Excellent Communication skills
- Resilient and influential
- Maintaining confidentiality
- Ability to multi-task

Please Note:

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

No CVs from recruitment agencies will be considered

Closing Date: 22 February 2022

Enquiries for the above-mentioned positions must be directed to: Mr Lukhanyo Ziwele, at Tel. (012) 367 6214

Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 14 days after the closing date of this advertisement, please accept that your application was unsuccessful. The organisation reserves the right not to fill this position. South African Weather Service is an equal opportunity employer

All applicant's personal information received will be used for purpose of this recruitment process only.

Record Reference	HCM-ADVERT- Legal Advisor
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