

JOB SPECIFICATION

Position Information	
Job Title	Manager: Legal
Job Grade	D2

Structural Information	
Division	Legal and Compliance
Section	Legal
Reports to	Company Secretary


Hierarchical position of Job (Only Job Titles are used)	
Supervisor (Second Reporting Level)	Company Secretary
Supervisor (First Reporting Level)	None
Incumbent	Manager: Legal
Subordinates (First level)	None
Subordinates (Second Level)	None
Number of direct reports (own staff)	None

Minimum Person Requirements	
Minimum qualifications required	LLB Admitted Attorney in South Africa
Minimum operational experience required	8 - 10 years' experience in a legal environment
Managerial experience required	3 – 5 years in a managerial position

Core Competencies		
Knowledge of MFMA, MSA and Companies Act	Change Management	Team Orientated
Knowledge of Labour Law	Client Orientation and Customer Focus	Professionalism
Knowledge of Corporate Law	People Management and Empowerment	Creative and Innovative
Knowledge Contract Law	Financial Management	Dependability
Knowledge of Regulatory Compliance Management	Verbal and Written Communication	Analytical Ability
Knowledge of Civil and Criminal Proceedings	Problem Solving and Analysis	Cooperation
		Resourceful and Independent

Description of Job	
Key Responsibilities / Deliverables	Functions include but are not limited to per Key Responsibility
Compliance with Legislative/Statutory Requirements	<ul style="list-style-type: none"> • Formulate a compliance checklist to be used for the purpose of ensuring that all information required is provided accordingly. • Continuously monitor compliance with statutory obligations and advise management accordingly. • Prepare monthly and quarterly reports to be presented at EXCO and to the Board. • Provide strategic direction on new legislation as well as guidelines on the interpretation and implementation of such legislation.
Legal Risks	<ul style="list-style-type: none"> • Conduct audits with internal audit department and identify legal risk areas. • Review ongoing cases and advise management accordingly. • Lead and implement process of reducing legal risks.
Organisational Litigation	<ul style="list-style-type: none"> • Attend to all legal correspondence. • Follow approved procurement policy and establish a panel of attorneys. • Review service of the panel of attorneys monthly and establish guidelines and procedures on the usage of the panel. • Liaise with external attorneys and prepare comprehensive briefs to counsel, where required.
Intellectual Property Portfolio and Processes	<ul style="list-style-type: none"> • Brief Intellectual Property (IP) attorneys on trademark and domain name registrations and disputes. • Ensure that IP register is compiled and maintained in required manner. • Conduct IP audit with the assistance of the internal audit department.
Governance Reporting	<ul style="list-style-type: none"> • Consolidation of reports from line departments, with regards to statutory reporting
People Management	<ul style="list-style-type: none"> • Conduct appraisals to measure performance and objective

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	<p>accomplishments against agreed targets and review goals and set new objectives using appropriate systems.</p> <ul style="list-style-type: none"> Identify skills gaps within team and compile developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities via Workplace Skills Plan. Implement Human Resources policies and procedures to control/regulate workplace conflict and/or initiate corrective measures and consultation processes to address deviations from standards.

Accepted by:	Company Secretary Ms Zimasa Socikwa Signature:  Date 08/11/2023
	Managing Director Mr Kennedy Chihota Signature: Date