

Job Specification & Recruiting Profile of Vacancy

23 July 2023

The following vacancy exists at NSFAS in Cape Town.

Position	Senior Manager: Legal & Compliance	Type & Grade	D4 – Permanent
Vacancy No	14 of 2023/24	Department & Unit	Risk Legal & Compliance

POSITION OVERVIEW:

To guide and manage the organisation's legal compliance, governance and advisory services in all aspects not are not limited to legislation compliance, contractual risks or disputes and service level agreements

RESPONSIBILITIES:

Policy, Systems & Procedure Enablement

- To participate in the development and management of the NSFAS policies, frameworks, guidelines, and procedures
- To maintain legal language or specifications, current working knowledge of alterations in legislation and ensure that regulatory reform is appropriately escalated and managed

Core Strategic and Operational Objectives Development

- To lead and participate in the development of the legal unit's strategic and operational plan
- To lead and participate in the development of the key performance indicators (KPIs) and operational plans of the unit
- To provide legal advice and guidance to the CEO, the Board and its committees, and executive management on a variety of legal topics.
- To partner with management to devise effective and efficient defense strategies.
- To draft, solidify and/or review agreements, contracts and other legal documents affecting and impacting the organisation.
- To guide and support internal and external legal counsels and business teams to drive operational efficiencies
- To guide and oversee the legal compliance aspects of the PAJA, PFMA, NCA, POPIA and NSFAS Act
- To guide the legal management of responses to the media, Parliament and other oversight bodies
- To conduct or oversee the conducting of training and dissemination of appropriate legal requirements to staff.
- To conduct legal research on the legal aspect affecting the organisation
- To manage the co-sourced or outsourced supply of services of the unit.

People Management & Ethical Leadership

- To manage and/or delegate participation in the recruitment and selection of unit vacancies in line with Employment Equity targets
 - To lead and manage the unit team to achieve the set and agreed programmes.
 - To direct, inspire, coach and mentor subordinates to deliver quality programmes in line with NSFAS Values
 - To lead and manage the individual performance contracting and review process for subunits.
 - To lead and manage all disciplinary matters of units related to performance and conduct issues.
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Stakeholder Management & Relationships

- Collaborate with internal stakeholders to meet legal and compliance-related deliverables.
- Collaborate with internal stakeholders to ensure that reports to DHET, National Treasury Auditor General of South Africa (AGSA) and other external stakeholders are compiled and sent timely.

Project Management & Leadership

- Manage and supervise the projects to address identified needs per legal and compliance deliverables.
- Analyse and interpret project reports on completion of the project to evaluate return on investment and to inform decision-making in the unit

Budget optimisation

- Forecast for unit core administration activities and projects
- Expenditure in line with core activities and projects

Risk, Compliance Monitoring & Evaluation

- Lead and manage the plans and processes that support the implementation of identified key controls and established risk mitigation procedures
- Conduct audits and reviews of the service unit processes and improve the outcomes.
- Lead and manage the plans and processes that support the implementation of identified key controls and established risk mitigation procedures
- Analyse and improve the audit, risk and compliance outlook
- Adhere to forensic methodology and processes

Information & Knowledge Management

- Collaborate with stakeholders to build systems that enable the management of data obtained from different sources
 - Collaborate with stakeholders to use their experience, education and understanding to obtain knowledge from this information.
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Reporting & Accountability

- To report and account on unit strategic KPIs progress, operational plan progress, strategic legal and compliance stakeholders issues and interventions management, internal and external audit and risk exposure and business improvement opportunities.

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF Level 8 LLB or equivalent qualification
 - Admitted Attorney or Advocate
 - Computer literacy – Intermediate MS Package Suite
 - Drivers License
 - 10 years' experience in the legal profession of which 5 Years' experience should be at a management level
 - Must demonstrate a multi-disciplinary legal experience across some or all of the following:
 - Sound understanding of PAJA and its application and compliance thereto
 - Contract drafting and management
 - Sound understanding of government supply chain regulations and requirements
 - Labour law advice and compliance
 - Compliance management
 - PFMA compliance
 - Contract enforcement
 - Dispute management
 - Drafting of regulations
 - Handling responses to the media, Parliament or other oversight-type bodies
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- Litigations
- Track record of having provided legal opinions.

Preferred

- Over 12 years plus experience in a legal management role
- In-depth understanding of development finance, credit, contract and labour legislations
- Consumer Credit Act
- In depth understanding of the King Code on Governance particularly in a public entity context
- Good network with other financial services providers and structures
- Understanding of management processes in higher education institutions
- In-depth knowledge of relevant legislation applicable to Public Entities
- Exposure to union negotiations
- In-depth knowledge of the POPI Act, PAI Act, and related legislation
- In-depth knowledge of FAIS and FIC Compliance and its related legislation

Skill and Competencies:

- Analytical thinking
 - Critical thinking skills
 - Verbal and written communication skills
 - Interpersonal skills
 - Judgement skills
 - Decision-making skills
 - Networking skills
 - Integrity
 - Leadership skills
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- Commercial acumen

REMUNERATION & BENEFITS

Remuneration Package: R1 108 898 – R1 306 245 per annum

Total Cost to Company per annum inclusive of all benefits and company contributions.

PLEASE NOTE

Closing date: 06 August 2023

Interested applicants must complete and submit an **Employment Application Form** available on the NSFAS website. The form must be supported by a detailed Curriculum Vitae which includes amongst other things the vacancy name/position title you are responding to, copies of academic qualifications, Identity Document, and names of three contactable referees. The response must be addressed to the attention of Mr. Sive Hlobo via the following email address: **jobs@nsfas.org.za**.

Please note the following contact details are for enquiries about **JOB CONTENT ONLY** and **NOT** for application purposes.

For Enquiries please contact: Email: Siveh@nsfas.org.za

The NSFAS does not consider late applications. The NSFAS talent acquisition team only corresponds with Shortlisted Candidates. Should you not hear from the NSFAS talent acquisition team within 2 months from the closing date, please consider your application unsuccessful.

**** NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations ****

“NSFAS is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the organisation through filling of this position and candidates whose appointment will promote representivity will receive preference.”
