

Job Specification & Recruiting Profile of Vacancy

14 December 2020

The following vacancy exists at NSFAS in Cape Town.

Position	Legal Advisor x 1	Type & Grade	Fixed Term Contract (Grade 10)
Vacancy No	41 of 2020/21	Department & Unit	Governance, Risk & Compliance

POSITION OVERVIEW:

NSFAS seeks to employ the services of a Legal Advisor on a Fixed-Term Contract basis (FTC) to assist the Senior Manager: Legal Services Unit with the execution of all legal-related matters. This exciting role, reporting to the Senior Manager: Legal Services, requires an experienced legal professional to support the operations of the unit with an effective legal compliance service.

The ideal candidate will also provide advice to the various NSFAS business units, compile periodic reports, provide guidance and support to NSFAS on all legal matters and assist in the drafting of legal documents i.e. Commercial Contracts, Memorandum of Agreements, legal correspondence to stakeholders etc. The role would also be responsible for the co-ordination and oversight of all legal aspects of compliance with internal policies, relevant agreements legislative and regulatory requirements and will be required to provide guidance, advice and assurance to the Board, Executive Office, Audit and Risk Committee and Key Stakeholders within NSFAS.

RESPONSIBILITIES:

LEGAL

- Co-ordination of all day-to-day legal department activities
- Providing general legal support and legal advice
- Preparation of legal documentation including agreements, governmental and customer correspondence
- Reviewing and reporting on material contracts
- General contractual review, advice, negotiation and drafting
- Reviewing contracts with vendors, students and suppliers
- Managing relationships with external legal service providers
- Keeping abreast with current and new legislation
- Creating legislative awareness and arranging or providing training as the case may be
- Co-ordinate documentation including:
 - contracts register; and
 - legal filing system.

OPERATIONAL

- Development and management of the NSFAS legal compliance dashboard
- Monitor and make timeous recommendations on changes in legislation that will impact on the organisation. These must include but not be limited to:
 - NSFAS Act 56 of 1999 and all regulations to the Act
 - Public Finance Management Act 1 of 1999, as amended
 - Treasury Regulations.
- Build and maintain a good working relationship with all key role-players within and outside of the organisation

REPORTING

- Weekly feedback meetings with the Senior Manager: Legal Services.
- Formal reporting to external stakeholders, regulators, etc as required with appropriate sign-off from operational areas where required.

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- LLB Degree
- Admitted Attorney / Advocate
- At least three to five years relevant post articles experience in a firm or as an in-house legal advisor operating in a legal department
- Proven experience and an understanding of the higher and further education and training sector in South Africa
- In depth understanding of development finance, the provision of credit, contract, and relevant legislation
- Knowledge of NSFAS Act, PFMA, POPI, National Credit Act, the Constitution of South Africa and Labour Law
- Working knowledge of Supply Chain Management processes and related legislation.
- Working knowledge of the National Credit Act.
- Experience in drafting, reviewing agreements and providing advice on agreements and similar documents.
- Experience in both the financial services and government sectors

Beneficial skills and experience:

- Administrative Law would be an advantage
- Exposure to Higher Education is recommended but not essential
- Basic understanding of governance principles particularly in a public entity context
- Commercial acumen
- In depth knowledge of PFMA and legislation applicable to public entities
- Operate with a high degree of integrity and can be trusted
- Ability to maintain a sense of resilience when faced with challenge
- Ability to work at a fast pace and remain abreast in times of high change
- Effective and efficient time and resource management.
- Ability to build and maintain a good working relationship with all key role-players within and outside of the organization

Core Competencies

- Analytical and critical thinking skills
 - Higher degree of verbal and written communication skills
 - Personal and interpersonal skills
 - Ability to read situations and make judgment calls quickly with limited information
 - High degree of cross functional activities
 - Ability to operate at Board level, independently and in a team
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- Professional ethics and approach
 - Subscribes to the highest level of ethical behavior and integrity.

Computer skills required:

- MS Word – Intermediate
- MS Excel – Intermediate
- MS Power Point – Intermediate
- MS Outlook – Intermediate

REMUNERATION & BENEFITS

Remuneration Package:

R 663 274 to R 758 368 per annum

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

PLEASE NOTE

Closing date: 28 December 2020

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Fayroes Sherry via email jobs@nsfas.org.za. NSFAS do not consider late applications. Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates. NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of 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. ”

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