

JOB DETAILS

Job Title	Legal Advisor: Client Agreements - Vryburg
Remuneration	R800 522,00
Job Type Classification	Permanent
Location - Country	South Africa
Location - Province	North-West
Location - Town / City	Vryburg
Email	recruitment@tianaconsulting.co.za

MAIN PURPOSE OF THE JOB

To provide legal advice, legal opinion and solutions and manage legal risks as per the Regionalisation model to business units and branches. The position is located within the Regions to ensure effective client support.. The Legal Advisor will ensure legal compliance as well as manage the external resources and the draft and review of client agreements and contracts and other relevant legal matters. Review/checking of the conditions precedent to ensure compliance and sign off of same.

Key Performance Areas

1. Business Support and General Legal Advice

- Custodian of legal agreements as applicable and responsible for developing and reviewing them from time to time to ensure legal compliance
- Drafting of Legal Agreements and SLA's
- Assessment of impact of any new legislation and providing training to Legal and affected Business Units from time to time
- Providing legal advice and opinions to Divisions and within the regionalisation model
- Legal research and legal reviews and due diligence investigations
- Advising and providing a tailor made business solutions to problems
- Generally ensure best possible legal solution to legal problems

2. Monitoring and Compliance with Land Bank Act and other applicable legislation

- Monitor legislation that may affect the Bank and recommend solutions
- Proactive awareness of new legislation and advising the Bank accordingly
- Assessment of impact of any new legislation and making recommendations in this regard

3. Resource Management

- Management of assigned attorneys in terms of giving them instructions and subsequent communication as applicable
- Manage delivery of outsourced work and monitor performance

4. Review and Development of Policies and Procedures

- Identify loopholes and make recommendations on policies and processes for improved service delivery
- Monitoring and compliance to the policies and procedures and making recommendations in case of non-compliance.
- Assist in Delegation of Powers (DOP) development and review
- Drafting agreements and general legal assistance to the Bank as a whole including ensuring product compliance and alignment with the Bank's policies

5. Manage Stakeholder relationship

- Proactive building of internal relationships with all business units
- Understanding operational business needs
- Providing business solutions in area of expertise
- Understanding internal client's areas of operation
- Proactively building relationships with attorneys/advocates/Bank clients
- Good working relationship with team

6. Drafting

- Receive requests for the drafting of Contracts
- Assess and discuss requirements with the client and draft initial contracts
- Review inputs and amend according to comments received
- Prepare execution versions of the contract, together with control sheets, acquire internal signatories and submit for external signatures
- Retain electronic copies of contracts and control sheets

Preferred Minimum Education and Experience

1. 4 year LLB Degree or equivalent.
2. Admitted Attorney having served articles of clerkship or Admitted Advocate, having served pupillage.
3. 3 – 5 years Post admission experience.

Critical Competencies

1. Legislation
2. Legal opinions
3. Report writing
4. Compilation of policies and procedures
5. Legal reviews and due diligence
6. Research
7. Drafting

Additional Requirements

In depth knowledge of the Companies Act, National Credit Act, Consumer Protection Act, Land Bank Act, and other legislation related to financial institutions and employee relations.