Position: Specialist: Legal Compliance
Type: 4 months contract
Salary: 91 346.16 per month
Closing date: 1 September 2026

Interested candidates should email CV to: recruitment@tianaconsulting.co.za

If you need more information about the position, please contact 011 431 1354, one of our Consultant will assist you.

Purpose of the Job:

The purpose of the Specialist: Legal Compliance is to provide specialised Legal advisory and Compliance management services to Organisation.

Requirements:

- Bachelor's degree in law or equivalent (NQF 7)
- Bachelor's Hons degree in Law / LLB or equivalent (NQF 8) advantageous
- Up to 7 years relevant experience as an admitted Attorney
- Driver's License Cobe B.
- Memberships / Professional affiliations
- South African Law Society or CISA - Compliance Institute Southern Africa (advantageous)
- Strategic Thinking
- Management and Supervision
- Time Management
- Teamwork
- Interpersonal Relations and Skills
- Decision Making
- Creativity/Innovation
- Conflict Management
- Adaptability/Flexibility

Key Performance Areas:

Legal and Compliance

- Provides services in the drafting and vetting of all forms of contracts and legal opinions.
- Serves as a liaison and coordinator between Organisation and law firms on various legal related matters.
- Ensures vetting of organisational policies and procedures are consistent with the law.
- Promotes legal practices within Organisation.
- Manages all legal proceedings to protect Organisation interests, including pleadings, briefs, trials and settlement negotiations.
- Implements the contract management framework for Organisation.
- Implements quality assurance guidelines on contracts, tenders and other legal documents between Organisation and third parties.
- Partakes in negotiations between Organisation and third parties.
- Develops and implements control systems to prevent or deal with violations of legal guidelines.
- Preserves the organisation's integrity by ensuring it remains lawful and ethical, whilst enabling efficiency and effectiveness.
- Identifies compliance issues and provides advice or training.
- Prepares reports for Senior Management and external regulatory bodies as appropriate.
- Continually tests alignment and enablement of compliance management practices and company practices with industry relevant regulation and legislation.
- Provides guidance to Business Units on specific provisions of the applicable Acts and Communicates.

- new regulatory requirements and risks where necessary.
- Submits statutory compliance returns to relevant Regulatory bodies.

Governance
- Monitors the operation of controls and procedures in order to ensure the integrity of Organisation.
- Identifies and monitors departmental risks.
- Develop and maintain a risk register, as well as a system to monitor the dispositions of results communicated to management.
- Implement action plans to address internal and external audit findings, continuously monitor progress against these plans.
- Ensures compliance with Section 51 of the PFMA to prevent fruitless, wasteful and irregular expenditure.
- Ensures compliance with all relevant regulations and policy frameworks.

Stakeholder Management
- Establishes and maintains effective working relationships through collaboration with stakeholders and relevant interests.
- Represents Organisation in meetings with stakeholders.
- Identifies and solves problems creatively whilst demonstrating a high level of integrity in line with ORGANISATION core values.
- Provides advice and guidance to Management on internal stakeholder related matters.
- Manages relationships in accordance with policies, procedures and legal requirements.
- Implements and monitors the stakeholder management system.

Finance Management
- Contributes to the budget preparation process.
- Ensures the effective, efficient, economical and transparent use of financial and other resources.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits and Organisation financial guidelines, report deviations to direct Manager.
- Explores opportunities to reduce costs.

Organisation Values
Living the Organisation Values:
- Honesty and Integrity: being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values.
- Accountability: answerability, blameworthiness, liability, and the expectation of account-giving.
- Service Excellence: providing service that meets the customer's needs and expectations, customer experiences are surpassed and when customers feel that they have received that little unexpected extra in the shape of extra effort.
- Fairness and Transparency: impartial and just treatment or behaviour without favouritism or discrimination. Lack of hidden agendas or conditions, accompanied by the availability of full information required for collaboration, cooperation, and collective decision making.