

LEGAL OFFICER
Ref no: VAC 01/08/2022

LEGAL OFFICER JOB ADVERT

Legal Officer: Secretariat & Legal Unit

About the job:

The NHC has a vacancy for a Legal Officer position: Secretariat & Legal unit. This individual is responsible for providing accurate and timely legal advice to the management team on a variety of legal topics including but not limited to service contracts and general operations.

Responsibilities include researching and evaluating different risk factors and offering proactive advice on possible legal issues. The Legal Officer will maintain current knowledge of laws and provide clarification on legal language.

The position is based at Hatfield in Pretoria.

Key responsibilities:

- Provide advice to and support the management team and business units in mitigating legal related risks
- Responsible for assisting in a variety of assigned legal projects.
- Create and maintain legal framework for the activities of the NHC with alignment to the company's Legal Framework
- Conduct research and develop legal frameworks
- Responsible for all internal legal document management and company secretarial
- Advise stakeholders of the impact Public Service Act, POPI Act and other relevant legislation
- Draft and negotiate contracts, and service level agreements.

- Research complex legal matters and provide legal opinion
- Deliver exceptional legal service.
- Be proactive and innovative on legal solutions.
- Provide guidance on compliance and corporate governance matters
- Responsible for vetting, drafting, interpreting of documents (legal and contractual).
- Offer advise that helps the company to minimise and control risks.
- Protect the company through remedial, preventative action etc.
- Reporting
- Good communication (written and verbal) skills
- Computer literacy in MS Office Suite
- Proof of valid driver's licence

Qualifications, skills and experience:

- Legal qualification (LLB) and an Admitted attorney
- 5 to 8 years Legal experience
- Must have practiced as an attorney for a period of 5 years

Closing date: **30 August 2022**

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

Please email your cv at r.legal@nhc.org.za

The NHC is an equal opportunity employer. As such, it is committed to the employment Equity Act and will through the filling of this vacancy, give preference to candidates from designated groups in terms of the Employment Equity Act. By applying for this position at the NHC, the applicant understands, and agrees that the NHC may solicit a credit and criminal report from registered credit bureau and/or South African Police Services (in relation to positions that requires trust and honesty and/or entail the handling of cash or finances), and may also verify the applicant's educational qualification and employment history. The NHC reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.