

1. GENERAL INFORMATION

Role Title	Legal Associate
Job Incumbent's name, surname	
Job Incumbent's employee number	

2. WORK OUTPUT DESCRIPTION / PURPOSE STATEMENT OF THE JOB

- The role is responsible for assisting the Legal Manager in providing legal advice to all business units and to ensure best legal practices are applied.
- This position is responsible for providing proactive, in-depth legal and compliance-focused tasks and analysing and identifying the legal risks and implications of all the business transactions within area of responsibility.
- The position is also tasked with keeping the Legal Manager informed of any new legislation/regulations that potentially affects the business of the Company and generally coordinating all legal and/or compliance matters requiring internal and/or external assistance.

3. CORE WORK OUPUTS [INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING]

KEY PERFORMANCE AREAS / AREAS OF RESPONSIBILITY	OUTCOMES / DELIVERABLES / MEASUREMENT CRITERIA
DRAFTING & LEGAL ADVISORY SERVICES	<ul style="list-style-type: none"> • Providing end-to-end legal support to the organisation such as <i>inter alia</i> drafting, reviewing, editing, interpreting and advising on contracts and other legal documents. • Draft legal advice, memorandums, guidance and/or opinions of various legal topics in the corporate commercial environment as and when required, and which is appropriate, accurate and commercially relevant. • Proactively manage legal risks arising from complex and/or standard business transactions. • Manage relationships and engagements with external law firms to ensure best results for the organisation. • Contribute to the de-escalation of legal issues of any nature as experienced in the organisation and/or with clients. • Generally having the competency to draft, review and interpret legal documents.
DISPUTE RESOLUTION SUPPORT	<ul style="list-style-type: none"> • Collate and organise information for dispute resolution and litigation matters. • Liaise with external counsel as directed and track litigation status reports.
CONTRACT MANAGEMENT & RISK MONITORING	<ul style="list-style-type: none"> • Support contract lifecycle management, including tracking milestones, renewals, and obligations. • Ensure electronic and physical integrity of legal documentation. • Assist with maintaining the legal risk register and updating the contract repository

CORPORATE GOVERNANCE	<ul style="list-style-type: none"> • Support in the development and maintenance of a corporate governance framework, which shall include committee and organisational governance support. • Support monitoring compliance with applicable laws (without limitation - Companies Act, POPIA, FICA, etc.). • Statutory interpretation and practical application of relevant legislation. •
STAKEHOLDER COORDINATION	<ul style="list-style-type: none"> • Maintain effective communication with internal teams to ensure timely legal support. • Support the Legal Manager in engagements with external legal advisors, regulators, and auditors.

4. JOB SPECIFICATIONS

Educational Level / Qualifications <i>(Provide the typical required qualification(s) and NOT the absolute minimum or what would be advantageous)</i>	<ul style="list-style-type: none"> • BCom Law / Bachelor of Laws (LLB) or equivalent legal qualification.
Advantageous (Educational Level / Qualifications) <i>(Refers to additional qualifications or certification that would be advantageous)</i>	<ul style="list-style-type: none"> • Admitted Attorney with corporate commercial law, contracts drafting and corporate governance. • Further legal qualifications, particularly in areas like contract and commercial law will be advantageous.
Previous Work Experienceto perform the job) <i>(Months/years of experience typically required for appointment to this role. The experience (months/years) would be over and above the qualifications, knowledge and skills.)</i>	<ul style="list-style-type: none"> • Experience in a legal position handling a broad range of commercial law disciplines. • At least 2 to 4 years post admission experience in corporate commercial, banking and finance and investment law environment (essential). • Solid experience in drafting of complex commercial contracts (relating to debt instruments, i.e., M&A, project-finance, working capital, security agreements etc.) • Knowledge of commercial and business law as well as drafting commercial agreements. • Thorough knowledge of the Companies Act and data protection legislation (amongst others).
Legal requirements <i>(I.e. to be registered with a professional body, clear criminal record, certificate of fitness, etc.)</i>	<ul style="list-style-type: none"> • Clean criminal and credit records. • Non-practising member of the Legal Practice Council.

5. REPORTING RELATIONSHIPS

Position title of direct manager / supervisor?	Legal Manager
Total number of positions reporting to this position?	1
Leadership through others (Provide the number of levels as well as how many employees / contractors / temporary workers are managed through direct reports)	2
List the positions reporting to this position (if applicable)	Legal Analyst
Does the position also report with a dotted line to another manager / supervisor / division / country? Details of country / division and position of reporting manager?	