

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 OUTPUTS [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 Experience (....to 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?	