



VACANCY

REFERENCE NR	:	VAC02252
JOB TITLE	:	Senior Legal Advisor: Litigation and Disputes
JOB LEVEL	:	D4
SALARY	:	R 638 129 – R 1 063 548
REPORT TO	:	HOD Legal Services
DIVISION	:	Company Secretary
DEPT	:	Legal Services
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To support the business on Litigation matters by ensuring that SITA is well represented in court proceedings and other fora. Manage disputes both internally and externally to ensure that they are settled to prevent litigation. Management of litigation budget and panel of attorneys.

Key Responsibility Areas

- Provide Legal advice and recommendations to Line Management to minimise and mitigate foreseeable lawsuits against the SITA;
- Implement legal structures and practices through pro-active approach and maintain high legal service standards to ensure regulation and compliance;
- Support all SITA's divisions within the structures by providing accurate legal advice and ensure that SITA is legally protected in courts and other fora. Report to and seek guidance from HOD Legal Services on matters that are of strategic nature and/or pose serious legal risk to the organisation. Weekly and monthly report to HOD Legal Services on all the matters;
- Provide high level legal opinion and advise to line of business.
- Manage external legal firms, ensure compliance with the SLA and reduce legal expenditure.
- Develop and implement record maintenance to ensure efficient record storage for reference and auditing purposes;
- Financial and business management; and
- Human Capital Management.

Qualifications and Experience

Required Qualification: B Proc or LLB degree - Admitted as attorney or advocate (preferably from the Bar).

Experience: 8-9 years' experience in a corporate environment, including 3 years management experience in litigation, dispute resolution and interpreting policies and legislation. Extensive business travel. Will be required to interact with various stakeholders.

Technical Competencies Description

Knowledge of: A strong business acumen, law interpretation and corporate governance; A sound knowledge of communication and drafting of legal documents, and extensive understanding of the court process;

Demonstrate extensive understanding of Administrative law, PAIA, PAJA and PFMA; attention to details. Demonstrated ability of conducting legal research for solutions; Good knowledge of litigation and dispute resolution and a proven record of its application in a corporate environment; Knowledge of drafting legal contracts and agreements; Excellent negotiation skills; Excellent ability to draft legal documents; Strong business acumen; Strong research skills; Interpretation skills; Bi-lingual/multi-lingual; Excellent dispute resolution skills. Skills: Business Writing; and Corporate Governance. Understand the role of SITA within government and ICT law.

Leadership Competencies: Customer Experience; Collaboration; Communicating and Influencing; Honesty, Integrity and Fairness; Planning and Organising; Creative Problem Solving; Decision-making; and Responding to Change and Pressure. Interpersonal/behavioural competencies: Active listening.

Other Special Requirements

N/A.

How to apply

Kindly send your application to: Sophia.recruitment@sita.co.za

Closing Date: 05 March 2021

Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants` documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be accepted
- CV`s sent to incorrect email address will not be considered