



VACANCY

REFERENCE NR	:	VAC00497/27
JOB TITLE	:	HOD: Legal Services
JOB LEVEL	:	E1
SALARY	:	R 1 254 685 - R1 882 027
REPORT TO	:	Managing Director
DIVISION	:	Office of the Managing Director
DEPARTMENT	:	CS: HOD Legal Services
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To lead and manage the Legal Services function by providing strategic legal advice, ensuring legal and regulatory compliance, managing litigation and contractual risk, protecting SITA's intellectual property and organisational interests, and enabling sound governance and decision-making by Executive Management and business units.

Key Responsibility Areas

- Lead the provision of strategic and professional legal advisory services to support legally sound decision-making across SITA's governance, executive, commercial, and operational structures.
- Manage legal governance, compliance, and regulatory risk by developing appropriate legal controls, advising on applicable legislative and governance frameworks, and ensuring that SITA identifies, mitigates, and manages legal and regulatory exposure across the organisation.
- Oversee contract drafting, review, and legal vetting by ensuring that all contracts, service level agreements, memoranda of understanding, commercial agreements, and legal documents are legally sound, protect SITA's interests, and comply with applicable legislation, policies and delegations of authority.
- Manage litigation, disputes, and claims by overseeing legal proceedings, developing appropriate litigation strategies, managing external legal service providers, and implementing preventative measures to reduce SITA's exposure to claims, disputes, penalties, and legal risk.
- Protect intellectual property and organisational legal interests by overseeing the registration, monitoring, and enforcement of SITA's intellectual property rights, advising on ownership, licensing and infringement risks, and ensuring that innovations, software assets and proprietary information are legally protected.
- Support public procurement, ICT and technology-related legal matters by providing legal advice on procurement processes, supplier contracts, software licensing, data protection, cybersecurity, digital services and strategic technology projects to ensure legally sound, fair, transparent and compliant transactions.
- Lead policy review and legal alignment by guiding the review, development and implementation of organisational policies, frameworks, procedures and guidelines to ensure consistency, enforceability and compliance with applicable legislation and governance requirements.
- Lead and manage human resources by ensuring effective workforce planning, performance management, capability development, employee engagement, resource allocation, budget control and alignment with SITA's strategic priorities.

Qualifications and Experience

Minimum: LLB degree or equivalent legal qualification. Admitted as an attorney or advocate. Registration or membership with a relevant legal professional body will be advantageous.

Experience: Admitted attorney or advocate with at least 10 years' post-admission corporate, commercial or public sector legal experience, including a minimum of 4 years' senior management experience.

Experience must include extensive contract law / law of contracts, contract drafting, contract negotiation, contract risk management, legal advisory services, litigation management, regulatory compliance, corporate governance, public procurement support, labour law, legal risk management and stakeholder advisory at executive level.

Technical Competencies Description

- **Foundational & Regulatory Legislation:** The constitution of RSA, Legal Practice Act 28 of 2014 and Code of Conduct for Legal Practitioners.
- **General Litigation and Procedural Law:** Superior Courts Act, Magistrate Courts Act, Criminal Procedure Act, Law of Evidence Amendment Act.
- **Commercial, Corporate & Property Law:** Extensive knowledge of contract law / law of contracts, Companies Act, Insolvency Act, etc.
- **Labour Law:** Labour Relations Act, BCEA, Employment Equity Act, Occupational Health and Safety Act, Skills Development Act, Codes of Good Practice.
- **Administrative law:** Promotion of Access to information Act, Protection of Personal Information Act, Public Procurement.
- **Financial Legislation:** PFMA, Treasury Regulations, Tax law, Income Tax, SARS directives financial management, Arbitration Public procurement Drafting of legal documents Intellectual property knowledge.
- **ICT Related legal:** ICT law, cybersecurity, software licensing, intellectual property.
- **General Knowledge:** The role also requires knowledge of legal research, dispute resolution, arbitration, and litigation, drafting of legal opinions, policy review, legislative interpretation, legal risk management, people management, stakeholder management, and the management of external legal service providers.
- **Personal Attributes:** Agility, Collaboration, Customer Centricity, Empathy, Integrity, and Innovation.

Other Special Requirements

N/A

How to apply

Kindly forward your CV to Nomazizi.recruitment@sita.co.za stating the position applying for and the relevant reference number

Closing Date: 21 May 2026

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted candidates only. Preference will be given to members of designated groups.

- 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.
- 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a performance contract, assessment recommendation, verification of the applicant's documents (Qualifications), and reference checking.
- Correspondence will be entered into with shortlisted candidates only.

- CVs from Recruitment Agencies will not be considered.
- CVs send from incorrect email address will not be considered.