



## VACANCY - 2307

REFERENCE NR	:	VAC00435/26
JOB TITLE	:	Legal Advisor: Litigation and Dispute Resolution
JOB LEVEL	:	D2
SALARY	:	R 651 627 - R 977 440
REPORT TO	:	Senior Legal Advisor: Litigation and Disputes
DIVISION	:	Office of the CEO
DEPARTMENT	:	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. Assist to manage disputes both internally and externally to ensure that they are settled to prevent litigation. Assist with management of litigation budget and panel of attorneys.

### Key Responsibility Area

- Provide Legal advice and recommendations to Line Management to minimize and mitigate foreseeable lawsuits against the SITA
- Implement legal structures and practices through a proactive 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 forums.
- Develop and implement record maintenance to ensure efficient record storage for reference and auditing purposes
- Financial and business management.

### Qualifications and Experience

**Minimum:** 3-year National Diploma/LLB degree - Admitted as attorney or advocate.

Registration with a Professional Body: Legal Practice Council (LPC).

**Experience:** 6-7 years' experience in a corporate environment, including 2 years management experience in litigation, dispute resolution and interpreting policies and legislation. 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; Bilingual/ multi-lingual; Excellent dispute resolution skills. Skills: Business Writing; and Corporate Governance. Understand the role of SITA within government and ICT law.

### **How to apply**

To apply please log onto the e-Government Portal: **[www.eservices.gov.za](http://www.eservices.gov.za)** and follow the following process.

1. Register using your ID and personal information.
2. Use received one-time pin to complete the registration.
3. Log in using your username and password.
4. Click on "Employment & Labour."
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs.

Or, if candidate has registered on eservices portal, access [www.eservices.gov.za](http://www.eservices.gov.za), then follow the below steps:

1. Click on "Employment & Labour."
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact [egovsupport@sita.co.za](mailto:egovsupport@sita.co.za) OR call 080 1414 882

**CV`s sent to the above email addresses will not be considered.**

**Closing Date: 26 May 2025**

### **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. 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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 considered.