



Manager: Legal, Contract and Compliance Management

Job Purpose: To manage and oversee the legal, compliance and contract management functions as well as ensure organisational compliance to legislation. Responsible for drafting, negotiating, structuring, vetting, interpreting, executing, and/or administering contractual documents.

Job requirements: A law degree and a qualification and or experience in legal and contract management. At least five years' experience in middle management in a legal environment. Professional legal certification, exposure to SETA operational requirements and currency in the legal practice environment will be an added advantage.

Minimum competency requirements: The incumbent should demonstrate the following competencies: good interpersonal relations, maintenance of healthy stakeholder relations, business planning and management, contract management and performance reporting. Good drafting and negotiation skills. Be able to manage multiple priorities, work efficiently under pressure and consistently meet tight deadlines. Be able to communicate effectively. Able to work independently as well as capability to report to the senior management and governance committees of CATHSSETA.

Job Responsibilities: Develop and maintain quality legal and contract management services. Development of Cathsseta legal Strategy, framework, policy, procedure and systems. Support the development of CATHSSETA Strategic and Annual Performance Plans. Develop and manage the business unit's operational plans. Provide legal and contract management support to all operations of CATHSSETA. Support initiation and management of contracts for operational projects. Draft and review agreements and legal documents. Effective administration of contracts amendments. Manage and monitor legal processes. Monitor implementation of legal and contract decisions. Vetting of contracts to ensure legal protection for Cathsseta. Ensure that all agreements and contracts are kept safely within the organisation. Put controls in place for management of business unit budget planning and financial controls.

Please forward a detailed CV to recruitment1@bloc-placements.com or recruitment3@bloc-placements.com to reach CATHSSETA no later than Sunday **12 February 2017**. Late applications will not be considered.

Note: Should you not hear from CATHSSETA within one month of closing date, please regard your application as unsuccessful. CATHSSETA is an equal opportunity employer, committed to employment equity.