



## JOB ADVERTISEMENT: Randburg, Gauteng

***FASSET complies with the provision of the Protection of Personal Information Act. By submitting your application for a position at FASSET, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection related processes.***

SUMMARY	
Name of Position	: <b>Legal Services Manager</b>
Closing Date for Applications	: <b>15 November 2024</b>
Commencement Date for Post	: As soon as possible
TCTC	: <b>R 1 064 013,22 p.a (TCTC-Not Negotiable)</b>
Reference	: <b>FAS/RECRUITMENT/LSM114</b>
JOB IDENTIFICATION	
Department:	Office of the CEO
Reporting Line:	Executive Manager: Office of the CEO
Full-time/Part-time/Contract:	Permanent
PURPOSE OF THE JOB	
To provide FASSET with appropriate legal services, thus ensuring compliance with all relevant laws.	
MAIN ACCOUNTABILITIES	
<ul style="list-style-type: none"> <li>• Develop and lead corporate legal strategy and all compliance requirements;</li> <li>• Provide legal advice to all departments and the Board;</li> <li>• Ensure FASSET complies with relevant laws, standards policies and codes in our organisation and dealing with stakeholders;</li> <li>• Keep abreast with and appraise FASSET, as well as stakeholders on applicable new laws and standards as well as relevant case laws;</li> <li>• Undertake legal research;</li> <li>• Source specialist legal advice when required;</li> <li>• Prepare legal opinions;</li> <li>• Identify and assess potential litigation risks within FASSET;</li> <li>• Manage litigation and explore mechanism to minimize costs to FASSET by inter-alia considering Alternative Dispute Resolutions;</li> <li>• Consult and give sound instructions to lawyers;</li> <li>• Draft and review legal documents, including pleadings where necessary;</li> <li>• Monitor matters on litigation in terms of the protocols governing corporate risk and the minimization thereof;</li> <li>• Manage Employee Relations litigation matters and agreements;</li> <li>• Review Human Resources Employment Contracts consistent to the BCEA;</li> </ul>	



- Serve as the primary contact for all HR litigation related matters and provides expert Labour Law support to management;
- Represents FASSET at disciplinary hearings, CCMA ,Labour Court and Bargaining Councils etc;
- Negotiate settlement of legal matters and disputes;
- Negotiate cost rates with lawyers to minimise legal costs;
- Manage declarations of interest and other remuneration work within FASSET;
- Manage and address internal and external audit findings;
- Manage all POPIA requirements and compliance;
- Negotiate, draft, review contracts and vet legal documents to ensure that the interests of FASSET are protected;
- Ensure that contracts are drafted in a way to minimise risk exposure to FASSET;
- Manage the contract management section operations;
- Provide updates on the status on contracts to Executive Management Team;
- Manage submissions and reporting of the unit;
- Manage lease agreements and building related legal documents, in conjunction with the facilities department;
- Manage FASSET tip-off notifications in line with policy;
- Coordinate all investigations and provide progress reports;
- Risk identification and formulation of risk mitigation plans;
- Research and monitor legislative changes within the Public Sector;
- Coordinate and implement the unit's budget;
- Procure goods and services within the unit in accordance with the PFMA and National Treasury Regulations;
- Manage and control expenditure against budget, including causes of deviations;
- Manage compliance to relevant regulatory requirements;
- Manage personnel within the office not limited to, leave, personal development, performance agreements and continuously coach junior staff;
- Maintain effective internal and external stakeholder relationships and address queries;
- Perform any other tasks requested by end user Departments, Executives and the CEO;
- Attend to any other reasonable instructions from Executives and the CEO;
- Provide training to FASSET staff, Board and its committees on relevant laws, codes and standards;

#### **REQUIRED QUALIFICATION**

Qualification	<ul style="list-style-type: none"> <li>• LLB Degree or relevant and equivalent legal qualification.</li> <li>• A Post Graduate Qualification is an added advantage;</li> <li>• Admitted Attorney; (Law Society/Legal Practice Council)</li> </ul>
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#### **REQUIRED EXPERIENCE**

Essential:	<ul style="list-style-type: none"> <li>• Minimum of 7 experience within the legal office environment of which 3 years must be in a supervisory level;</li> <li>• Experience in the Public Sector an added advantage;</li> </ul>
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#### **COMPETENCIES REQUIRED**

Critical	<ul style="list-style-type: none"> <li>• Interpersonal Skills and stakeholders' management.</li> <li>• Cross departmental query resolution.</li> <li>• Strong written and verbal communication skills in English.</li> </ul>
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KNOWLEDGE REQUIRED	
Essential	<ul style="list-style-type: none"><li>• PFMA ;National Treasury Regulations;</li><li>• POPIA</li><li>• PAIA</li><li>• Companies Act</li><li>• King Codes of Corporate Governance</li><li>• Constitution of the Republic of South Africa</li></ul>

#### Date of commencement of position

FASSET requires applications for a permanent **Legal Services Manager** to join existing team as soon as possible.

#### TOTAL COST TO COMPANY

The TCTC to be offered for this position is **R 1 064 013,22 p.a (TCTC-Not Negotiable)**

#### ASSESSMENT

Applicants may be required to undergo a competency assessment.

#### APPLICATION PROCESS

Submit a Full Curriculum Vitae (with 3 references), copies of your Matric certificate, Qualifications, ID and membership certificates by no later than **15 November @16:00** on: [www.fasset.org.za](http://www.fasset.org.za)  
Applications are strictly online.

For any inquiries regarding the position kindly contact: **Ms Thabile Mgoza, Human Resources Department on 011 476 8570**. Should you not hear from FASSET within 6 weeks of the closing date, kindly consider your application unsuccessful. Communication is limited to shortlisted candidates only.



***FASSET applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability."***