



**The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act 36 of 2005. USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups to apply for the following positions:**

**Manager: Legal Services**  
**Salary: From R819 126.00 per annum (Ref. 2015/02)**

**Key Purpose:** The incumbent will be responsible to manage and ensure that the USAASA legal risk and exposure is managed through drafting legal documentation, litigation and providing legal support across all areas within the business.

**Key Performance Areas:** • To participate in developing the USAASA and USAF Strategy through participating in the strategy workshops and interventions, providing legal services input and feedback and submitting relevant strategic input and documentation required for the final strategy by the agreed deadline • To participate in developing the approved Annual Performance Plan (APP) and USAASA and USAF business plans that are aligned with the USAASA and USAF Strategy and Mandate through participating in the workshops and interventions, providing legal services input and feedback, submitting relevant input and documentation required for the final approved plan by the agreed deadline • Communicate the APP and business plans with all relevant employees and stakeholders through formal and informal discussions and presentations by the agreed deadline.

**Business Strategy Leadership:** • Develop and gain approval of the departmental strategically aligned Business Plans through developing the plan, checking for alignment with and support of the USAASA and USAF strategy and APP, amending with feedback and submitting the final approved draft by the agreed deadline • Manage the departmental resources to deliver the departmental objectives through defining required deliverables, standards and deadlines, allocating resources and communicating these to all staff by the agreed deadline • Manage that legal services risks are managed by identifying risks, placing them on the risk register, developing and implementing mitigation strategies and monitoring risks on an ongoing basis and reporting quarterly • Resolve challenges hindering or threatening the successful achievement of the departmental objectives through identifying the challenges, diagnosing the issues, addressing the issues, and resolving daily and monthly.

**Organisational Legal Management:** • Identify opportunities to improve the organisational operations to mitigate legal risks by evaluating the business operations from legal a legal risk perspective, identifying high risk areas, engaging with business area managers to develop systems and structures that reduce legal risk and tracking implementation within agreed timeframes • Provide legal opinion and protect the organisation or optimise opportunities by participating in relevant meetings and providing legal advice to Management within agreed timelines • Represent USAASA in legal negotiations and discussions by attending agreed functions and interventions, evaluating the meeting input, developing a position that supports the USAASA and USAF mandate and strategy and presenting the positions as required • Provide legal expertise and advice by maintaining legal expertise and knowledge, responding to legal queries within agreed turnaround time and providing comprehensive legal analysis and opinion on legal queries within the agreed timelines • Build corporate legal capacity by identifying common queries, implementing strategies to build organisational legal knowledge

and developing standard solutions so that corporate capacity is built on common legal issues monthly.

**Litigation:** • Litigate on behalf of USAASA to achieve the desired optimal outcome by investigating and gathering evidence on litigation matters, gain expert legal opinion and input when required to improve the USAASA litigation outcomes and implementing litigation strategies to achieve litigation objectives within agreed timeframes • Report on litigation matters by tracking progress and reporting as per standards within agreed deadlines • Identify opportunities to improve the organisational operations to mitigate risks of litigation by evaluating the business operations from a legal risk perspective, identifying high risk areas, engaging with business area managers to develop systems and structures that reduce legal risk and tracking implementation within agreed timeframes.

**Legal Drafting:** • Draft legal documents and contracts for relevant organisational transactions by participating in the USAASA and USAF contract negotiations, gathering all required information, drafting the document, checking for legal completeness and compliance and distributing for approval • Make recommendations on contract renewal/extension/termination by reviewing the contract, identifying required contract action, developing a contract plan and implementing by the agreed deadline • Develop contract templates for standard transactions by identifying required standard templates, developing and distributing within agreed deadlines • Report on contracts by gathering all required information, collating and reporting according to the agreed standards quarterly.

**Legal Service Provider Management:** • Participate in the Legal Service Provider selection process by developing scopes of work for Service Providers, evaluating existing and potential legal service providers and appointing based on defined selection criteria and alignment with expertise, scope of work and work deliverables within SLA • Manage Legal Service Providers by measuring performance against scope of work, budget / costs and delivery deadlines monthly and addressing non-performance within SLA • Manage legal services budget compliance by tracking service provider billing and invoicing and comparing against the allocated and planned legal budget on a quarterly basis • Report on Service Provider performance and delivery by collecting required performance information, collating and reporting monthly and quarterly.

**Staff Management:** • To build capacity within the team through developing skills and competencies, addressing development needs and providing coaching and mentoring support on an ongoing basis and in monthly individual performance discussions • To monitor, evaluate and manage the team performance through implementing the HR policy, implementing performance process and, when required, instituting compliant disciplinary action within the approved SLA and on an ongoing basis • To recruit quality team members to support the team and organisation and the achievement of its objectives and strategy through defining the role requirements, identifying critical competencies, testing for these competencies and appointing within the HR and EE policy guidelines as and when required • To build a cohesive, high performing team through motivating, guiding, coaching, mentoring and leading in a fair and consistent manner to deliver on the organisational performance and strategic requirements.

**Minimum Requirements:** • LLB or similar is required (including most relevant field of study) • Required computer literacy levels • Minimum 8 years corporate legal experience, including labour, contract and litigation experience • 5 -7 years management experience • 2 years board engagement experience • Minimum 5 years' experience in public sector.

**Competencies:** • Judgement decision making • Planning, organising and control • Legal drafting • Legal reports • Litigation • Client service orientation •

**Enquiries:** Tshepiso Motlhabi (Recruitment & Selection), Tel. (011 564 1600)

Please forward your applications and CV (with two recent referees) to [recruitment@usaasa.org.za](mailto:recruitment@usaasa.org.za) or Fax to 0865711291 or hand deliver to Building 1, Thornhill Office Park, 94 Bekker Street, Vorna Valley, Midrand, 1685.

**Closing Date: 05 May 2015**

**Note:** Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, kindly regard your application as unsuccessful.