



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 R612 822.00 - R721 878.00 (Per Annum) (Ref. 2017/05/)

Key Purpose: The main purpose of the Manager: Legal Services position is to provide administrative support to the management of USAASA legal risk and exposure.

Key Performance Areas:

- Drafts legal documents by receiving legal document brief, collecting required information to inform document, compiling and submitting for approval within agreed SLA
- Tracks and manages documents and legal matters turnaround with legal service providers by creating Legal Document and Matters Registers / tracking tools, updating with progress and following up on progress, managing action is taken within deadlines
- Manages legal documents by creating and maintaining a document management and filing system, retrieving documents and completing all filing within SLA
- Provides litigation administrative support by collecting and collating evidence for litigation matters, transcribing of recorded proceedings, developing summaries from transcriptions, drafting and developing litigation documents, coordinating meetings and conducting any additional required administrative actions as required and within SLA
- Provides recommendations to support the Senior Manager: Legal Services in decision making by reviewing legal information, documents and opinions linked to referred legal activities and drafting recommendations by deadline.

Legal Administration and Support:

- Implements Service Provider scope of work, tracking frameworks and tools by developing tools, testing and implementing with all appointed service providers
- Identifies Service Providers' non-compliance or performance by tracking performance and refer to Senior Manager: Legal Services to address within agreed timeframes
- Tracks Service Providers' payments by reconciling invoices with allocated budget and deliverables, requesting additional information and addressing discrepancies monthly
- Refers allocated legal and governance matters by receiving instruction, contacting approved legal service provider and appointing in line with the relevant policies and procedures within turnaround time
- Supports legal services stakeholders by receiving queries and requests and either implement action or referring appropriately within turnaround time.

Contracting:

- Drafts allocated contracts by receiving brief and compiling contract in line with defined standards and requirements, referring for comment, making amendments and submitting for final approval by agreed deadline
- Conducts first review of contracts received from external parties by evaluating contracts, making notes and comments on contract and submitting for final review within timeframe

Coordinates the distribution and delivery of approved and amended contracts by identifying required recipients and coordinating delivery within deadlines

Legal Communication and Education: • Develops communication or education on relevant new or changing legal information that affects or impacts on USAASA by reviewing legal decisions and prescripts, policies etc., identifies relevant information, drafts a summary of the new information and distributes once approved as required

- Builds USAASA and USAF legal capacity by identifying common legal queries and questions from business and draft communications to relevant staff and managers educating on issue as required
- Manages that legal service providers are informed and updated on development and information that could have implications on their cases / opinions by collecting information, developing a communication, gaining signoff and distributing within SLA
- Provides logistical support to Legal Services Unit by coordinating and scheduling of meetings, booking and setting up meeting rooms and catering and coordinating travel arrangements in compliance with the travel policy as and when required within SLA
- Coordinates and organises events and function for department by identifying budget, identifying venues, booking, coordinating and managing all relevant function / event documentation and activities when required
- Develops and updates the Legal Services Unit's annual calendar by collating all activities and deadlines, placing them on the calendar, updating regularly and ensuring that all key deliverables and meetings are scheduled as required
- Provides any additional administrative support by receiving request, identifying requirements and implementing by deadlines

Minimum Requirements:

LLB or similar is required (including most relevant field of study) • Required computer literacy levels • Minimum 5 – 7 years' corporate legal experience, including labour, contract and litigation experience • Minimum 5 years' experience in public sector.

Competencies:

Judgement decision making • Planning, organising and control • Legal reports • 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** or fax to **0865711291** or hand deliver to Building 1, Thornhill Office Park, 94 Bekker Street, Vorna Valley, Midrand, 1685.

Closing Date: 26 May 2017

Note: Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 (three) months of the closing date of the advertisement, kindly regard your application as unsuccessful. Short-listed candidates must be prepared to consent and be subjected to necessary security vetting.