



ADVERT

Senior Legal Advisor: Contracts

Ref No. RTMC/LC/SLAC/ 2024

Salary Package: Market Related

Position: Senior Legal Advisor: Contracts
Business Unit: Legal and Compliance
Location: Eco Park
Job Purpose: The incumbent is responsible for delivering legal and contractual risk management support and advice across RTMC. The incumbent is also responsible for providing legal advice on tenders, contracts, projects and supply chain activities.

KEY JOB RESPONSIBILITIES:

- Develop and maintain a standard contract to be utilised by RTMC on National, Provincial and Local levels;
- Prepare, review and negotiate RTMC contracts and or other legal documents or instruments
- Support the RTMC in all legal and contractual matters including general legal advice, opinion and or management of dispute settlement/s
- Consistently develop new contracts at the tendering stage in line with all relevant legislative prescript to ensure compliance by the RTMC
- Assist with the development and review of contract or tender policies and procedures to provide a baseline for accountability expectations, and to ensure compliance with all legal, regulatory frameworks
- Review contract management policies, procedures and guidance with a view to continuously improve contract management in the RTMC

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- Promote open communication to the Legal and Compliance team to ensure concerns and possible risk identified are addressed timeously and effectively
- Remain up to date with and provide advice and guidance to the RTMC on relevant procurement legislative amendments and or development through case law implications on contract in the RTMC.

QUALIFICATIONS AND EXPERIENCE:

- Matric NQF Level 4
- LLB (or equivalent) Legal Degree
- Admitted Attorney or Advocate
- 6 - 8 years' post admission experience in providing a legal advisory service for a large government department, corporate company and/or reputable law firm
- Experience in drafting of contracts
- Extensive experience in South African Contract Law
- Knowledge of Public sector Public Procurement Laws & frameworks (advantageous)

KEY ATTRIBUTES AND COMPETENCIES:

- Accountability and ethical conduct
- Client orientation and customer focus
- Negotiation and Mediation Skills and stakeholder management

HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae and copies of qualifications.
- Applications must be forwarded via email to: Corporateservicesrecruit@rtmc.co.za
- Candidates are requested to clearly indicate the reference number for the position they are applying for on the email.

NB: Persons with disabilities are encouraged to apply.

The closing date is 14 June 2024 at 16:30 p.m. and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. If you have not

received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Human Capital at (012) 999 5425 