

**OFFICE OF THE CEO
LEGAL DEPARTMENT – MANAGER: LEGAL
NATIONAL HEALTH LABORATORY SERVICE
LOCATION: SANDRINGHAM**

Pay Grade: D3**Reference Number: CORPCEO112021/001-01 (01998.001.1432)****KEY JOB RESPONSIBILITY**

- To provide professional and credible legal advice to the NHLS, including all its divisions (NIOH, NICD, NCR, NPP, AARQA & Grant Office) to ensure that legal problems are avoided, risk is mitigated and organisational effectiveness is enhanced.
- To develop standard contract for the NHLS and to review contracts developed externally and incorporate recommended changes in order to protect the interests of NHLS.
- To assist with interpretation of contracts clauses and interpret legislation in order to promote contract governance and ensure compliance.
- To prepare instructions for attorneys on the database of the NHLS and assist in preparation of matters for litigation and arbitration.
- To vet contracts, internal policies and other legal documents in order to ensure legislative compliance, aligned to organisational strategy.
- To draft contracts, addendums, cessions, MOUs, SLAs and legal letters to ensure appropriate compliance.
- To monitor, comment and advise the NHLS on national legislative initiatives and programmes and to assist all divisions with relevant legislation to ensure correct interpretation and application of legislation.
- To keep record of all signed contracts and register of legal documents being attended for audit purposes.
- To attend to intellectual property and patent matters in order to protect the rights of the NHLS.
- To provide professional legal advice to HR & Finance on issues related to Employee relations and procurement.
- To conduct research on legal related issues to ensure informed decisions are taken by the organisation.
- To assist HR in revising employment related contracts to facilitate the recruitment of employment and other employee relations matters.
- To provide professional, written and oral legal advice to the executives and other offices to reasonably address complex legal contracts and legal policy issues.
- Provide legal support to all laboratories and hospitals in the regions.
- To assist with any other task as may be assigned by the Company Secretary or the CEO.
- To provide assistance in the interpretation of the enabling legislation. In-depth know-how on corporate governance in order to provide support to the secretariat.

MINIMUM REQUIREMENTS

- 4 year Law degree (LLB) (NQF Level 7)
- Admission as an attorney or advocate essential
- 8 years post admission experience in a similar or equivalent position, of which
- 5 years must have been spent in a supervisory or management level
- 2 years should be in Public Tender Processes, laws & regulations
- 1 year in litigation and labour relations specifically (post admission)
- Knowledge of Relevant legislation
- Knowledge of Contract drafting
- Knowledge of Legal risk assessments
- Knowledge on Employee relations matters
- Knowledge on Procurement related matters
- Advisory – Public Finance Management Act (PFMA / MFMA)
- Time management skills
- Attention to detail
- Interpersonal skills
- Strong written and verbal communication skills
- Ability to cope with pressure
- Negotiation skills (desirable)
- Professionalism and ability to maintain confidentiality
- Drafting skills
- Interpretation skills
- Computer Literacy
- Presentation skill
- Research Skills (desirable)
- Assertiveness
- Conflict management
- Budget management (desirable)
- Valid drivers license (Code B or C1) and own vehicle

Interested persons who meet the requirements are invited to send a concise CV to Human Resources via e-mail to corporate1@nhls.ac.za
Enquiries may be directed to [Maria Ntlailane](#) on (011) 386 6187

Closing date: 30 NOVEMBER 2021