

JOB DESCRIPTION

Legal Advisor	
Location:	<ul style="list-style-type: none"> Bellville
Date:	<ul style="list-style-type: none"> 1 November 2011
Reporting To:	<ul style="list-style-type: none"> Legal Advisor
Reporting to You:	<ul style="list-style-type: none"> n/a
Purpose	<ul style="list-style-type: none"> To minimize business risk and ensure compliance with legal and statutory requirements of different geographical areas that the group operates within.
Key Responsibility Areas:	<ul style="list-style-type: none"> Monitor and attend to all Company Secretarial matters of group including internal compliance with all relevant statutory and regulatory requirements. Duties will include taking minutes of board and shareholder meetings, preparation of resolutions, reports to the Board and Audit Committee and liaising with attorneys in various jurisdictions to ensure that changes and resolutions are lodged and recorded in compliance with the relevant company laws Provide a central source of guidance and advice within the company on matters of business ethics and good governance. Ensure compliance with Corporate Governance as per King III Maintain all statutory registers and record all Share Transfers/Director appointment/resignations Review and draft various contracts, including non-disclosure agreements, complex international internal, client and vendor agreements Administer internal contract database Provide legal counsel and representation to the business Develop and recommend company policy and position on all legal matters Conduct and coordinate research into a variety of legal issues Write, review and edit reports, agreements, correspondence and related documents Anticipate and guard the business from legal risks Keep internal stakeholders up to date on new laws and regulations Provide advice on labour relations, employee contracts and other labour law matters Other duties as assigned
Core Competencies:	<ul style="list-style-type: none"> Developing effective relationships with colleagues, customers, vendors at all levels which command, respect, trust and confidence. Strong written and oral communication skills which can be adapted to a range of audiences. Ability to think creatively and take an innovative and flexible approach to problem solving. Experience of creating and sustaining a culture of responsive, timely, reliable and knowledgeable service to internal and external customers. Ability to produce and implement clear policies, procedures and evaluate the internal business risks. Ability to prioritise tasks and manage personal and

	<p>departmental schedules effectively to meet tight deadlines.</p> <ul style="list-style-type: none"> • Sound Business Acumen (IT sector advantageous) • Sound knowledge of New Companies Act, King III, Consumer Protection Act, Electronic Communication Act, Electronic Communications and Transactions Act
Experience and Education:	<ul style="list-style-type: none"> • LLB • Admitted attorney with 2-3 years post-article experience • Experience in company secretarial work a must • Experience in drafting and vetting of contracts a must • Experience in US law, English law and/or Africa advantageous • Experience in IT / Telecoms law advantageous
Personal Characteristics :	<ul style="list-style-type: none"> • Strong administration skills • Attention to detail • Self driven • Good communicator • Good interpersonal skills • Positive outlook on life • Assertive nature • Logical thinker (strong troubleshooting skills) • Customer service orientated • Responsible and accountable • Work / perform well under pressure
Special Requirements:	<ul style="list-style-type: none"> • Regular and on time attendance. • After hours availability as required • Perform on-call duties as required
Note:	<ul style="list-style-type: none"> • To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge; skill and or ability required and are not intended to be an exhaustive list of all duties and responsibilities associated with this job • You will be required to perform all reasonable duties assigned to you or related or incidental to the proper completion of your job tasks • During a colleague's leave of absence from the company or during month end or peak business periods, you may be required to perform other job tasks upon reasonable request from your line manager • Relocation costs (if applicable) will be for own account.