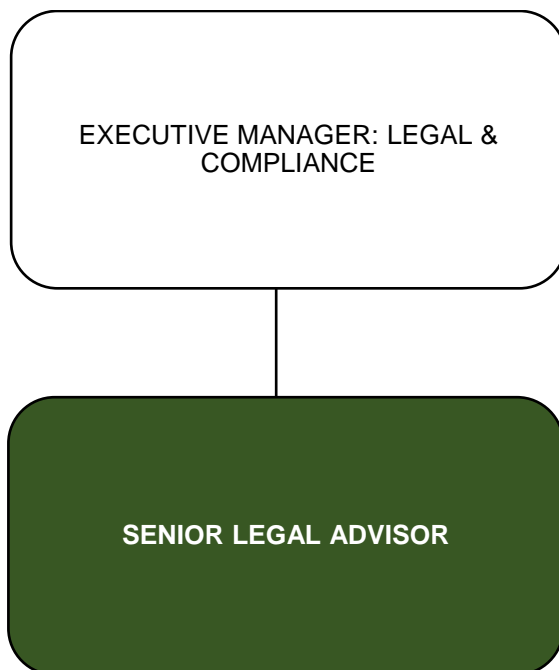


Job Profile

PROFILE INFORMATION		
JOB TITLE	SENIOR LEGAL ADVISOR	
JOB CLUSTER AND RANK	Professional (Deputy Commandant)	
REGION/DIVISION	Legal & Compliance	
LOCATION	Head Office	
MANAGER/SUPERVISOR	Executive Manager: Legal & Compliance	
SUPERVISION	None	
PEER RELATIONSHIPS	Other Senior Legal Advisors	
LIAISON	INTERNAL	All Business Units
	EXTERNAL	Service Providers, Advocate, Attorneys

PURPOSE STATEMENT
To proactively advise and support BMA on the legal aspects. Ensuring that a particular situation, action, or initiative does not have an adverse reputational or other negative consequence for the BMA. Provide guidance and leadership to more junior legal advisors

ORGANOGRAM



DESCRIPTION

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
Legal Advisory	<ul style="list-style-type: none"> • Provide expert legal advice and guidance to the BMA on a wide range of legal matters, including contracts, compliance, intellectual property, employment law, and regulatory issues. • Conduct legal research and analysis to anticipate and identify potential legal risks and implications associated with various business activities, initiatives, and decisions. • Collaborate with relevant stakeholders to develop strategies, policies, and procedures that mitigate legal risks and ensure compliance with applicable laws and regulations. • Advise on legal implications and potential consequences of proposed actions, initiatives, or changes in business practices to safeguard 	40%	<ul style="list-style-type: none"> • Legal Opinion • Memorandums • Approved Policies and Procedures • Legislative drafting • Litigation management



Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<p>the BMA's reputation and minimize legal exposure.</p> <ul style="list-style-type: none"> • Proactively assess and manage reputational risks arising from legal and compliance matters, ensuring the BMA maintains a positive public image and stakeholder confidence. • Work closely with internal departments to develop and implement measures that align business practices with legal requirements, ethical standards, and industry best practices. • Provide guidance and support in crisis management situations, helping to mitigate reputational damage and developing effective communication strategies. • Develop and draft legislation and/or subordinate legislation • Ensure efficient and effective management of litigation for and against the BMA. 		
Leadership and Mentoring	<ul style="list-style-type: none"> • Provide leadership, guidance, and supervision to a team of junior legal advisors, fostering their professional development and ensuring the delivery of high-quality legal services. • Mentor and coach junior legal advisors, offering guidance on legal research, analysis, and the development of legal arguments and strategies. • Conduct regular performance evaluations, provide constructive feedback, and identify training and development opportunities to enhance the skills and capabilities of the legal team. 	20%	
Legal Compliance and Documentation	<ul style="list-style-type: none"> • Ensure the BMA's compliance with applicable laws, regulations, and industry standards by developing and implementing legal compliance programs and monitoring mechanisms. • Review and negotiate contracts, agreements, and legal documents to protect the BMA's interests and ensure compliance with legal 	20%	

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<p>requirements.</p> <ul style="list-style-type: none"> Oversee the maintenance and organization of legal records, documents, and databases, ensuring their accuracy, confidentiality, and accessibility. 		
<p>Risk and Compliance</p>	<ul style="list-style-type: none"> Co-ordinate and compile the department's monthly and quarterly reports. Edits and proofreads reports and presentations. Track commitments, report deadlines and manage follow-ups. Process all documentation according to BMA policies and procedures as well as document control principals, within specified set time frames to ensure compliance. Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks. Support and provide evidence to all internal and external audit requirements. Maintain quality risk management standards in line with relevant requirements. Maintain and enforce all related Service Level Agreements to minimise business risk and ensure business continuity. Review related Standard Operating Procedures in consultation with the Executive Manager to ensure business optimisation. Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation. 	<p>10%</p>	<ul style="list-style-type: none"> Risk Management Reports Timeous submission of reports and information as requested. Audit Reports
<p>Stakeholder Management and Relations</p>	<ul style="list-style-type: none"> Maintain a compliance framework in collaboration with the relevant stakeholders. Liaise internal and external stakeholders and maintain healthy relationships. Collaborate with Communications & Marketing Division by providing content on Legal Services related matters for inclusion in various media platforms. 	<p>10%</p>	<ul style="list-style-type: none"> Stakeholder Engagement Survey Attendance Registers



Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> • Represent the organisation at various forums as directed. • Establish and maintain relations with key internal and external stakeholders. • Develop and maintain strategic relationships with the relevant stakeholders to ensure that the department can fulfil its tasks effectively and efficiently. • Conduct regular workshops for to ensure the correct interpretation and application of the of related legislation. • Build corporate Legal Services capacity by identifying common queries, implement strategies to build organizational Legal knowledge and develop standard solutions so that corporate capacity is built on common Legal Services issues. 		

CAREER PATH		
Senior Legal Advisor	Executive Manager: Legal & Compliance	Chief Officer: Corporate Affairs

MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE	
Minimum Qualifications	<ul style="list-style-type: none"> • LLB Degree (NQF Level & • Admission as an Attorney or Advocate(pupilage served)
Minimum Experience	<ul style="list-style-type: none"> • 8 Years' post admission legal experience, 3 years of which in middle management . • Proven experience as a legal advisor, counsel, or in-house legal counsel, with a strong focus on business law, risk management, and compliance.
Knowledge	<ul style="list-style-type: none"> • South African Constitution • BMA Act 2020 • Immigration Act 2002 (Act No. 13 of 2002) • Public Service Regulatory Framework. • Public Finance Management Act • Knowledge of Administrative, civil, corporate and contract law. • Knowledge of Companies Act • Treasury Regulations. • Knowledge of compliance and risk management • Extensive knowledge of commercial and corporate law, regulatory frameworks, and best practices.

MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Professional registration or license requirements	<ul style="list-style-type: none"> Admission as an attorney or an Advocate (pupilage served)..
Other requirements	<ul style="list-style-type: none"> Flexibility in working hours will be required to meet demands of the role. May be required to work overtime. Valid driver's License

COMPETENCIES

VALUES	FUNCTIONAL	BEHAVIOURAL ATTRIBUTES (ENABLING)
<ul style="list-style-type: none"> Excellence Integrity Innovation Patriotism Professionalism Teamwork and Collaboration Vigilance 	<ul style="list-style-type: none"> Legislative Compliance Strategic Leadership Contract drafting Written and Verbal Communication Stakeholder management and Relations Negotiation skills Presentation Skills Report Writing Policy Development Risk Management Change Management Conflict Management Litigation Management Legislative drafting 	<ul style="list-style-type: none"> Planning and Organising Decision making & problem solving Emotional Intelligence High attention to detail Interpersonal relations Team Leadership Professional Work well under pressure Efficient and effective in meeting deadlines and delivering results Negotiating

SYSTEM SKILLS

Title	Level
Microsoft Office Suite	Intermediate