JOB DESCRIPTION

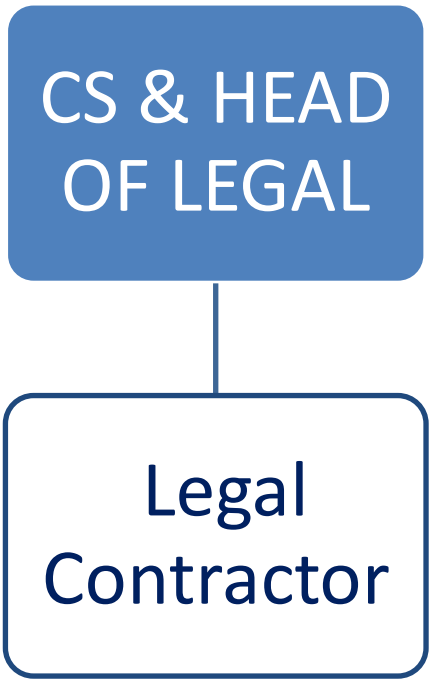
JOB DETAILS

JOB TITLE: Legal Contractor
DEPARTMENT: Legal Services
LOCATION: Head Office
NAME OF incumbents:
APPROVED GRADE:

PRIMARY PURPOSE OF THE JOB:

To provide an internal heritage resources management legal advice consultancy and support service to MANCo & EXCO and the organization at large to mitigate legal risk attached to business initiatives and operations; and to provide legal representation when the organization is involved in litigation or when needed.

POSITION IN THE ORGANISATION:



IMPORTANT CONTACTS:

Advises:
CS & Head of Legal

Liaises with:
Stakeholders

Other Administrator
Employees
Council
Committee Members
External stakeholders
Finance Department
HR Department
National Department of Arts and Culture
National Treasury

KEY PERFORMANCE AREAS

KPA 1: Administration
KPA 2: Meeting Preparation
KPA 3: Filing and Record Keeping
KPA 4: Financial Administration

KEY PERFORMANCE AREAS

Note: The following list of Key Performance Areas and job activities are not exhaustive. SAHRA may instruct the employee at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job, or in accordance with operational requirements.

Key:

KPA: What their area of responsibility includes
Job Activities: How they will go about implementing the KPA
KPI: How will we know the key performance area has been performed successfully?

Key Performance Area (KPA)	Job Activities	Key Performance Indicator (KPI)
1. Administration	• Transcribe minutes and resolution registers for Council and Committees and submit for sign off. • • Undertake all day-to-day administrative tasks related to the company secretary, legal unit, and council. • Administrative support in the delivery of submissions and documentation to Council. • Coordinating, communicating and integrating council-related requirements with other units within SAHRA, for collection, consolidation and delivery in order to meet the timelines as specified for the SAHRA Council. • Assist with record keeping for Council and Committees. • Liaise and communicate with various levels of government and stakeholders. • Manage the diary and logistic arrangements of the Legal Head and Council members.	
2. Meeting Preparation	• Arrange board packs. • Organize venue, lunch, refreshments and other relevant bookings for meetings.	
3. Filing and Record Keeping	• Prepare copies of board packs, provide to registry and file. • • File travel claims. • • Prepare files for Audit General in respect of Council and Committee appointment letters, CVs, Council and Committee Meeting Minutes and Declaration of interest.	
4. Financial Administration	• Prepare payment schedules for Council & Committees to submit to finance and HR. • • Prepare and submit invoices for the Unit to Finance for payment. • • Follow up to ensure Council and committee receive IRP5.	

Key Performance Area (KPA)	Job Activities	Key Performance Indicator (KPI)
	• • Prepare information for schedule of meetings, rate of pay and pays lips, submit to Council and Committees.	

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Diploma in Office administration or any relevant qualification.
Minimum of 4 years' work experience in a legal environment.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write Council / Board minutes, prepare reports, business correspondence, and procedure manuals. Ability to effectively present information to top management, public groups, and/or boards of directors.

NUMERICALSKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and volume.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PROFESSIONAL REGISTRATIONS:

N/A

LICENSES:

A valid Code EB (08) driver's license will be an advantage

Computer Skill:

Computer literacy with regard to the use of Excel, Word and Power Point

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is:

- Occasionally required to stand.
- Regularly required to sit.
- Often to talk and hear.

Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

APPROVED BY:	
Job holder/ incumbent: _____ **Job Title: _____** **Signature: _____ Date: _____**	**Manager: _____** **Job Title: _____** **Signature: _____ ____Date: _____**
CS & Head Legal / HR: **Name: _____ Signature: _____ _ Date: _____**	