



City of Joburg Property Company SOC Ltd.

1st Floor
Forum 2
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400
www.jhbproperty.co.za

City of Joburg Property Company SOC Ltd

INTERNAL/EXTERNAL ADVERT

Vacancy : General Manager: Legal Services
Business Unit : Legal Services
Reporting To : Chief Executive Officer

Ref: GM:Legal 11/2019-12

Permanent Position

Applicable annual total cost to company is R 1 607 868 - R1 988 760 (An all-inclusive remuneration package)

Purpose of the position

To provide strategic leadership and management in Legal Services, ensuring the rendering of efficient, skilful legal services to JPC.

Key Performance Areas

1. Develop and monitor the departmental Strategy
2. Develop an operational plan, which incorporates goals, and objectives that work towards the strategic direction of the department.
3. Provide a strategic legal framework for transactional support and expert legal advice to business (by timely preparation, negotiation & execution of high quality and low risk SLAs and contracts).
4. Oversee that there is organisational compliance with all relevant and applicable regulatory requirements.



Non-Executive Directors: Moeketsi Rabodila (Chairperson), Prof Hamanth Kasan, Motshubi Letsapa, Maggie Mojapelo, Obakeng Mongale, Kululwa Muthwa, Yongama Pamla, Lonwabo Qina

Executive Directors: Helen Botes (Chief Executive Officer)
Imraan Bhamjee (Chief Financial Officer)
Acting Company Secretary: Makwena Pertunia Mohlabi
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



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5. Lead and direct interactions with investigative units and law enforcements agencies
6. Direct the provisioning of legal consulting and advisory services
7. Formulate and monitor the implementation of the departmental scorecard
8. Direct the drafting, reviewing and evaluation of contracts.
9. Direct litigation processes.
10. People Management.
11. Financial Management.

Qualifications and Experience

- Bachelor's Degree (LLB)
- Admitted Attorney or Advocate
- 8 - 10 years of experience in legal Managerial/ advisory environment
- 5 years in senior management role
- Litigation and Commercial experience relating to Property Management

Added advantage

- Postgraduate qualification in law

Knowledge and attributes

- Commercial Contract law
- Municipal, Administrative and Constitutional law
- Planning law
- Legislation relating to outdoor advertising
- Property law
- Labour law



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- Research
- Flexibility, Creativity & Innovation
- Action Orientation and Accountability
- Strategic and Leadership
- Judgement and Impact
- Planning & Organising

Note:

- JPC is an Employment Equity Employer; therefore, appointment will be made in accordance to the company's employment Equity Policy and Plan.
- Submit a detailed, relevant CV including copies of qualifications via e-mail to **JOBS@jhbproperty.co.za**, quoting the relevant reference and job title. Should you have any queries kindly contact the Human Capital Department Nomthandazo Dlanga on 010 219 9083
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks.
- JPC reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Should you not hear from us within 6 weeks after the closing date, you may consider your application as an unsuccessful.

Closing Date: 25 November 2019



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