



PERMANENT POSITIONS

<u>Department:</u>	Metropolitan Trading Company (MTC)
<u>Position:</u>	Legal Advisor (Permanent)
<u>Salary Range:</u>	Market Related Salary
<u>Division or Cluster:</u>	Head Legal
<u>Reports to:</u>	Head Legal
<u>Workplace:</u>	Braampark

BRIEF BACKGROUND OF METROPOLITAN TRADING COMPANY:

Metropolitan Trading Company (MTC) is an entity owned by the City of Joburg Metropolitan Municipality (the City) tasked with operating Johannesburg Broadband Network (JBN).

The aim of the JBN is to ensure the availability of affordable broadband connectivity throughout the City, which will support socio-economic development through accelerated growth, expanded productivity leading to enhanced quality of life for all. JBN is also aimed to lower the City's own operating costs whilst increasing access to telecommunications services for residents in the City. This will stimulate economic development in the City, reduce ICT costs and provide available broadband access to the industry.

The primary objectives of MTC are:

- To increase the competitiveness of existing businesses within the City.
- Increase the usage and penetration of high- speed broadband connectivity.
- Facilitate the growth and development of new and existing Information and Communication Technology (ICT) businesses.
- Improve the marketability of Joburg as an investment destination.
- Increase and accelerate access to the benefits of internet-based communication to achieve digital inclusion.
- Reduce the operating costs to the City and improve service delivery.

MTC is currently embarking on a recruitment process for the purposes of capacitating its resources to enable seamless operations.

Educational Requirements and Experience

- LLB Degree or Equivalent
- At least six (6) to seven (7) years post qualification experience on General commercial and legal experience at a large law firm or corporation within a highly regulated industry
- Must be able to work under pressure
- Systematic workflow
- Well-tempered and be able to communicate well at all levels
- Computer literate

Short Detailed Job Description:

- Advise the business and/or other stakeholders with regards to legal matters affecting MTC.
- Facilitate internal and external dispute resolution as per the organisation requirements.
- Conduct investigations on all cases and legal matters.
- Provide assistance and advice on the drafting of Memorandum of Understanding.
- Provide legal support to make sure that policies, standard practices are legally valid and implemented correctly.
- Implement standards consistently to ensure clear legal guidelines for each business unit.
- Draft legal correspondence and contracts.
- Advise all the respective business units on legal and regulatory guidelines.
- Empower Line Management with the relevant legal required standards and ensure adherence in different departments.
- Provide legal advice on business activities and reviewing of legal documentation
- Manage and draft responses for complaints received from the Service Providers
- Review and assess claims received in accordance with Policy Wording and SLA Principles
- Monitor changes and developments in the legal and regulatory environment within which the Company operates
- Advise Executive Management of significant legal and corporate developments and trends in support of Company business and assist in development of appropriate strategies
- Provide internal legal review of promotional programs and materials according to local laws and Company standards
- Initiate and respond to regulatory/competitor challenges as may be necessary
- Negotiation of commercially sound legal terms and agreements, including accurately recording agreed costings, penalties, service levels, breaches and service level failures;
- Support both the internal and external Client to ensure service offerings and solutions are agreed to with appropriate, competitive terms and conditions;
- Manage legal service providers and associated legal spend, ensuring that the spend is reasonable and minimized as far as possible.

For further information relating to Job Description and Specification, interested applicants can contact:

Contact Person: Viola Nzou
Tel No: (011) 431 1357

A comprehensive CV, certified copies of your Qualifications and certified ID copy should be emailed to:

E-Mail: recruitment1@tianaconsulting.co.za

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VACANCY CIRCULAR: MTC RECRUITMENT 010/2018
