



Post: Legal Advisor
Reference: LA/RTIA/2018
Salary: Negotiable
Term: 12 Months Fixed Term Contract

Requirements: * LLB Degree or equivalent qualification * Admitted as Attorney/Advocate * Minimum of five (05) years' relevant experience as a legal advisor * Must have extensive experience in the practice of law, either as a member of the Bar, an attorney or a legal adviser in the public sector * Proficiency in English * General knowledge of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic will be an added advantage * Driver's licence will be an added advantage.

Required competencies: * Advanced knowledge of National Treasury Guidelines * Understanding of compliance and governance structures * Stakeholder management and the ability to develop and maintain stakeholder networks * Knowledge of project management administration, systems and tools.

Duties: * **Achievement of work plans;** * Develop policies, processes and standard operating procedures relating to own area of specialization * Provide specialist input in the development of Operational Plans and Organisational Strategy * Execute work plans and drive the evidence collection in real time * Produce reports against the implementation of work plans * Respond to audit findings with complete evidence, on time * Implement documented data management practices * Comply to policies and procedures in the unit * **Provide legal advice to RTIA;** * Conduct continuous research on developments to legislation and advise RTIA accordingly * Conduct legal research and provide legal opinion when required * Provide legal advice on range of issues , particular in the field of administrative law * Furnish legal opinions on regulatory matters and actions * Assist in the training of HR Unit in handling labour relations issues e.g. disciplinary, disputes etc. * Assisting RTIA in compliance with all various legal requirements * Advise on minimal liability and legal exposure for the business * Identify compliance obligations of each of the RTIA 's Divisions and advise all managers on steps to take in order to comply * Monitor compliance with all applicable legislation and policies and provide compliance reports * Report and implement corrective actions in the case of non-compliance * Assist in the development and review of policies, ensuring that all legal

related policies are aligned with the relevant legislation * Provide legal input into draft policies being developed by the various units of RTIA * Draft and comment on legislation, regulations, policies and implementation frameworks * Support the facilitation of amendments to the relevant legislation * Monitor compliance to legislation and advice in case of non-compliance * Maintain a register of all signed policies on behalf of RTIA * Assist in representing RTIA in legal proceedings and institute legal proceedings on behalf of the Agency * Participate in and advise managers on the grievance and disciplinary procedures * Liaise with and brief the legal experts outsourced by RTIA * **Provide legal opinions and comment on relevant Legislation;** * Research and remain abreast of legislation impacting on RTIA * Regularly review and track changes to prevailing legislation having an impact on road traffic management * Research and analyse implication of case law, legislation, and regulatory matters that affect RTIA and report them back to the organisation * Provide proactive legal assistance and advice on various legal issues like dispute resolution, and government funding agreements, regulatory, employment, and governance * Advise and ensure that the organisation is in compliance with the necessities of relevant legislation * Assess and advice effectively to minimize and control risks to company and ensuring that systems, controls and processes are appropriate and relevant * Comment and provide quality advices regarding a particular legal issue or problem as a result of legislative changes * **Optimisation of the Section;** * Keep up to date with new developments and changes in own field and within RTIA * Share new information and best practice trends with colleagues * Proactively introduce improvement opportunities in line with best practice to optimise organisational success * Partner with management to optimise productivity and team work effectiveness * Maintain ownership for own work, performance management and development * Maintain open and honest communication * Engage in problem solving and continuous improvement processes to optimise output of the area * Demonstrate visible ownership of business wide initiatives impacting on area of accountability.

Enquiries: Adv. Bilikwana

Tel: 087 285 0500

Correspondence will only be with shortlisted candidates, if you do not hear from us in 30 days please consider your application as unsuccessful.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: The Human Resources Division, RTIA, PO Box 6341, Halfway House, 1685 or hand delivered to Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand or emailed to Recruitment@rtia.co.za

Please note that applications without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an equal opportunity employer and is seeking to balance the employment equity profile. The Agency is thus strongly encouraging applicants from the following designated groups; Indians, Coloureds, Whites, unemployed youth, females and people living with disabilities to apply. Preference will be given to Coloureds, Indians and Whites. For some positions candidates may be subjected to practical exercises to determine their suitability.

Closing Date: 12 March 2018 @ 16:30 pm