



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

SANEDI, PO Box 9935, Sandton, 2146

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JOB REQUIREMENTS

Position: Legal and Compliance Advisor

Programme: Administration

Division: Legal

Location: SANDTON

Period: Permanent

Background of SANEDI:

The South African National Energy Development Institute (SANEDI) was established in 2011 under the National Energy Act, 2008 (Act No. 34 of 2008) (NEA). The Act provides for SANEDI to direct, promote energy research, and technology innovation as well as undertake measures to promote energy efficiency throughout the economy.

Purpose of the position

- The Board approved SANEDI's revised organisational structure to support the effective implementation of our strategy. In that process, the need for a new Legal Advisor position was identified.
- **Qualifications and minimum experience**
 - Bachelor's degree in law or a related field.
 - Admitted as Attorney or Advocate
 - Experience in Contract Management

- Experience or practical knowledge of Company Secretarial Services, Risk and Compliance Management will be an added advantage.

- **Job Requirements (soft skills)**

- Attention to detail.
- Demonstrated interpersonal, and excellent written and oral communication abilities.
- Ability to communicate and work effectively with all levels of the organization and with counterparts in outside organizations.
- Professional discretion
- Ability to write clearly and concisely
- Ability to work individually and to contribute meaningfully to a team.

- **Responsibilities**

- Provide legal and company secretarial services to the SANEDI Board and Executive Management.
- Provide expert and sound advice on legal, governance and corporate matters.
- Ensure company and members of Board compliance with legal and regulatory frameworks.

- Oversee the secretarial functions as outlined in National Energy Act, 2008, King Code of Good Corporate Governance and SANEDI requirements.
- Ensure Board resolutions and directives are communicated and implemented.
- Act as custodian of the Code of Ethics and monitor compliance thereof.
- Review and confirm all company contracts including tenders and service level agreements.
- Oversee the contract management process and the execution of agreements with third parties.
- Identify and eliminate any risks that may expose SANEDI to loss, injury, claims, or legal liability and take necessary steps to mitigate such risks.
- Champion good corporate governance and educate all stakeholders in this regard.
- Manage own direct reports and maintain an environment and climate conducive to high performance.
- Ad-hoc Board and Executive project involvement as and when required.
- Develop the Ethics and Compliance Office strategy and frameworks as well as establish the annual work plan in collaboration with the team and stakeholders, set objectives, performance measurements, standards and results expected.
- Monitor implementation of the Ethics and Compliance Office work plan, oversee progress and ensure the delivery of results as planned and according to expectation.
- Implement and manage an effective legal compliance program.

- Develop and review company policies.
- Advise management on the company's compliance with laws and regulations through detailed reports.
- Create and manage effective action plans in response to audit discoveries and compliance violations.
- Regularly audit company procedures, practices, and documents to identify possible weaknesses or risks.
- Assess company operations to determine compliance risk.
- Ensure all employees are educated on the latest regulations and processes.
- Resolve employee concerns about legal compliance.
- Perform additional responsibilities which may include Company secretarial services and contract management

The position requires senior attorney or senior legal advisor to support the business with legal contracts, compliance, contract management and secretarial services. This temp position will assist with working with a qualified and experience individual able to train and mentor others in these responsibilities.

Additional Information

Please email a detailed CV to: Legaladvisor@sanedi.org.za

The closing date for this position is: **24 January 2024**

Should you not hear from SANEDI within 30 days after closing of this advert, please consider your application unsuccessful.