

Welcome to Harambee, where we're all about solving youth unemployment through partnerships. We're not your typical organisation – we're driven by integrity, results, impact, and a passion for South Africa's youth. Our work is fast-paced and exciting, thanks to partnerships with key stakeholders such as The Presidency of South Africa, Business Unity South Africa, Youth Employment Service (YES), and others who share our mission.

If you enjoy a fast pace, are change adept love diving into new tech, and thrive in a collaborative, flexible environment, then you're exactly who we're looking for. Our goal remains nothing short of changing the world! Harambee has the capability and unique opportunity to achieve its founding vision of being a catalyst for significant and enduring positive change in tackling the global challenge of this generation. We invite you to join us, and let's make a real impact together.

HOW TO APPLY

Closing date is **7 October 2024**
Apply by sending your CV to recruitment@harambee.co.za including the position you are applying for in the subject line.

By applying for this vacancy, you give consent for your CV to be reviewed for other roles and shared with the relevant persons at Harambee.

JOB OPPORTUNITY SPECIFICATIONS

POSITION Legal Manager

REPORTS TO Chief Financial Officer

LOCATION Johannesburg

ABOUT THE ROLE

We have an exciting opportunity available in Johannesburg for a dynamic Legal Manager to join a fantastic team! This role requires someone who is suitably qualified with commercial law experience, has a strong affinity for attention to detail and possess exceptional contract writing skills. If you are looking for a fast-paced, innovative, and forward-thinking environment then this role could just be for you.

JOB DESCRIPTION

Assist with preparation and/or review of all:

- Local and international grant or contract agreements.
- MOU's (Memorandum of Understanding).
- SLA's (Service Level Agreements).
- Implementation agreements.
- Non-disclosure agreements.
- Commercial contracts.
- Agreements of Service – employer partner contracts (where relevant).
- Assist in maintaining and promoting a culture within Harambee, appropriate to meeting regulatory requirements and in line with industry best practice.
- Act as general in-house council for all legal related matters and provide advice to staff on compliance issues which arise on a day-to-day basis.
- Keep abreast of developments in relevant laws, regulations and guidelines.
- Review and update as necessary relevant organisational policies and guidelines.
- Prepare and maintain the Company contract register.
- Identifying gaps in compliance and address those by implementing systems, procedures and controls and working with business systems to implement them.
- Providing internal training on regulatory topics for the business to keep abreast of regulatory issues and to enhance individual ownership of risk and director fiduciary responsibilities.
- Whatever else is needed to deliver results.

MINIMUM REQUIREMENTS

- Minimum Bachelor of Laws or BCom Law with a focus on contract and commercial law.
- Minimum of 3 - 5 years (post articles) relevant work experience.
- Ability to establish and maintain sound relationships with key internal and external stakeholders.
- Provide direction required for organisational success.
- Advanced proficiency in MS Office - including Word, Excel, Powerpoint and Outlook.

COMPETENCIES

- **Effective Communication:** Delivers clear and impactful communication tailored to various audiences, utilizing multiple formats and tools.
- **Strategic Decision Making:** Makes thoughtful decisions while maintaining pace with Harambee's organizational needs.
- **Business Acumen:** Understands Harambee's business and marketplace to define optimal solutions for clients.
- **Accountability:** Takes responsibility for actions, decisions, and deliverables, fostering a culture of accountability.
- **Results Orientation:** Sets and achieves high goals, driving issues to closure with a sense of urgency.
- **Innovation:** Generates novel solutions and approaches to work challenges at Harambee.