



Position: **Manager: Litigation (12-month CONTRACT position)**
Department: **Legal**
Closing Date: **24 May 2021**

JOB PURPOSE

The main purpose of the job is to manage the IRBA litigation portfolio, while providing legal advice and support to the organisation.

The ancillary purpose of the job is to provide support to the Director: Legal in the execution of the mandate of the legal department or that of the IRBA.

REQUIREMENTS

- LLB Degree
- Admitted Legal Practitioner (Attorney or Advocate)
- A minimum of 5 (five) years litigation experience
- Knowledge and understanding of litigation processes
- Knowledge and understanding of regulatory, administrative, procurement, contractual and commercial law
- Excellent legal drafting skills
- Knowledge and understanding of the IRBA and its mandate, as well as the enabling legislation
- Proficiency in MS Office

KEY PERFORMANCE AREAS

- Institute legal proceedings on behalf of the IRBA
- Defend legal proceedings instituted against the IRBA, inclusive of review applications
- Ensure compliance with court timelines
- Brief Attorneys and manage their performance in respect of briefs issued
- Receive and review legal processes and provide advice to the IRBA, inclusive of the assessment of prospects of success
- Collation and preparation of records and/or documents relevant to the institution of or defending any litigation
- Assist in the development and implementation of litigation strategies
- Assist in the preparation, service and filing of relevant court processes
- Participate in settlement engagements

- General Case Management
- Secure witnesses and engage with them in preparation for trial or hearing
- Institute contempt proceeding, where there has been non compliance with Disciplinary Committee processes and/or the exercise of IRBA powers
- Assist in preparation and filing of applications for search and seizure warrants
- Debt collection
- Management of holding out processes
- Provide support to HR of Employee Disciplinary Processes
- Conducting legal research on various legal issues.
- Engagements with internal and external stakeholders on relevant matters
- Provision of legal advice or opinions to the IRBA.
- Provision of *ad hoc* contractual support to the IRBA.
- Drafting and submission of reports.
- Management of legal fees
- Provision of any other lawful support to the Director: Legal

SKILLS & PERSONAL ATTRIBUTES

- Deadline driven with high level of accuracy and meticulous attention to detail
- Unquestionable ethics, integrity and commitment
- Excellent presentation skills
- Excellent verbal and written communication in English
- Excellent interpersonal skills
- Ability to work under pressure
- Analytical skills

CVs must be e-mailed to hr@irba.co.za. Please include a one page summary demonstrating how your skills and experience will contribute to success in the role and to the IRBA.

The IRBA is an employment equity employer. To comply with our equity plans, preference for this position will be given to Coloured ,African, & candidates with disabilities. Correspondence will be limited to short listed candidates only. Only candidates who meet the requirements should apply. The IRBA reserves the right not to make an appointment. By applying, the applicant gives permission to the IRBA to perform background, security, credit and reference checks and to verify documents and qualifications. Shortlisted candidates may be asked to complete a psychometric assessment before a final appointment is made. As this position is one of trust and honesty and includes the handling of cash and finances, relevant credit checks will be performed on candidates.