



### **LEGAL PRACTITIONER** (12 months contract)

The legal practitioner represents SACNASP in all legal, governance and professional conduct related matters.

#### **Tasks will include:**

Defend and protect the interests of SACNASP in legal matters. Act as the lead and take ownership of all regulatory and professional conduct matters. Ensure availability of and access to information to client to make timely, informed decisions. Advance SACNASP's business practices to transform service delivery and assist SACNASP in compiling and reviewing policies and legislations.

#### **Competency Requirements:**

- Verbal and written communication skills
- Planning and organising
- Integrity
- Judgment and decision-making
- Initiative
- Reliability

#### **Key responsibilities:**

##### **Legislative function**

- Take the lead in all legal matters affecting SACNASP
- Draft or facilitate legal documents and legal opinions
- Advise SACNASP on all legal matters
- Act as liaison between SACNASP and its external legal counsel
- Keep track of changes to legislation, policies and update SACNASP on a regular basis.
- Policy development
- Implement and manage the whistle blowing process for registered scientists at SACNASP

##### **Disciplinary function**

- Vet complaints against practising natural scientists, and ensure that complaints are submitted in a duly signed and commissioned affidavit and supporting documents are attached
- Implement decisions taken by the Professional Conduct Committee in respect of each complaint.
- Refer complaints to the relevant investigation committees and advise and oversee process.
- Arrange and manage disciplinary hearings where necessary
- Oversee and if necessary, take, type and distribute minutes of meetings including meetings of the PCC.

**Administrative function**

- Research and assess National, Provincial and Local legislation and policies that have a bearing on the natural sciences and professional registration and recommend and implement interventions for the benefit of such.
- Develop, implement and maintain office systems
- Prepare and manage correspondence
- Document and maintain case and/or complaint details
- Communicate verbally and in writing to answer general legal inquiries and provide information
- Organise delivery of legal documents / correspondence to the Council and/or Committees in consultation with the Board Secretary and CEO

**The Suitable incumbent will have:**

- LLB/BCom Law or an equivalent legal qualification
- Preferably an admitted Attorney in South Africa
- Proven 5 years' experience as a legal representative, or experience in a law firm or legal environment
- Experience in dispute resolution, litigation proceedings and administrative law.
- Good working knowledge of labour legislation and processes.
- Preferable experience in a regulatory environment

Salary: R240 0000-R400 000 (All Inclusive)

Job Type: Twelve months contract

Commencement: ASAP

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To apply, forward your C.V. [sabraham@sacnasp.org.za](mailto:sabraham@sacnasp.org.za) on or before 30 March 2021.

***These positions will comply with Employment Equity principles.  
SACNASP reserves the right not to make an appointment.***