

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

## **Group Manager: Legal Services**

### **About the job:**

The CSIR has a **Group Manager: Legal Services** vacancy to manage legal services department across the organisation and contribute towards CSIR objectives. To fulfil the oversight complete legal function, provide legal advisory services within the CSIR and its subsidiaries. The incumbent will work closely with executive members in the management of legal and contractual risks, through compliance with the prevailing legislative framework. This position is based in Pretoria.

### **Key responsibilities:**

- Assume responsibility and accountability for the provision of comprehensive and effective legal advisory services to organisation and subsidiaries;
- Manage a team of Legal Counsel and support staff;
- Provide strategic leadership within applicable legal and regulatory environment to the organisation;
- Provide effective legal risk management;
- Manage litigation by and against the CSIR;
- Negotiate, draft and/or vet all legal documents and provide advice on appropriate actions or legal opinions to minimise risk to the CSIR;
- Manage relationships with internal and external stakeholders and participate in meetings, forums and represent the CSIR when requested;
- Forecast and prepare budget;
- Act as link between the organisation and external counsel;
- Remain abreast of changes in legislation and regulatory framework and ensure that advice is based on up to date legislation and legal framework;
- Generally assist in adherence to principles of good corporate governance.

### **Qualifications, skills and experience:**

- The minimum requirement is an LLB or B Proc with at least ten years' plus post admission experience;
- Admitted Attorney in good standing with the relevant Law Society/Bar Council;
- Broad legal knowledge (corporate law, litigation, labour, etc.);
- Experience in negotiation, drafting and vetting of commercial agreements;
- In-depth understanding of how the legal issues affect the organisation, institutional R & D areas and specific domain(/s);
- In-depth understanding of the business operations with the research and development environment;

- Exposure to Intellectual Properties and understanding of legal regulatory framework applicable to public entities will be an added advantage.
- Understanding of the legal and regulatory framework applicable to public entities.

Should you meet the above requirements, please email your CV to [jobapplications@csir.co.za](mailto:jobapplications@csir.co.za) with your name and surname, position title and reference number in the subject line, **(eg. John Smith: Job title: Reference No: 309201)**

**Closing date: 14 December 2018**

**PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.**

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at [Recruitmentinfo@csir.co.za](mailto:Recruitmentinfo@csir.co.za)

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***