



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: BOARD SECRETARIAT 25 April 2022		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
BS: 10/2022	MANAGER: LEGAL AND COMPLIANCE ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R622 772.00 – R996 436.00	1

MICT SETA seeks to employ a suitably qualified and competent **Manager: Legal and Compliance** to oversee and manage the legal, compliance and contract management functions as well as ensure organisational compliance to legislation.

The successful incumbent will be based at our Midrand office and report to the **Board Secretary**. This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

MINIMUM REQUIREMENTS:

- Legal Qualification, NQF Level 8 either LLB, and or B,Proc
- Admitted attorney of the High Court of South Africa with 5 years experience post admission experience in litigation, Contract Management and or in Regulatory Compliance Environment.
- LLM or a post graduate qualification in Contract Drafting & Interpretation will be advantageous
- Exposure to SETA operational requirements and legislative practice environment is ideal
- Knowledge of compliance and risk management
- Knowledge of contract management
- Knowledge of SETA legislation

TECHNICAL COMPETENCIES

- Contract drafting
- Negotiation skills
- Planning and organising
- Driving performance
- Excellent facilitation skills

- Audit, risk and compliance
- Effective written and verbal communication skills

BEHAVIORAL COMPETENCIES

- High attention to detail
- Good interpersonal skills
- Professional
- Stress tolerance and works well under pressure
- Efficient and effective in meeting deadlines and delivering results

ROLES AND RESPONSIBILITIES

Statutory compliance duties

- Develop Compliance Policy & Framework for due implementation
- Ensure the MICT SETA Complies with all prescripts include but not limited to Skills Development Act , PFMA, Treasury Regulations, MICT SETA Constitution, etc.
- Review, amend and develop internal policies in conjunction with relevant line managers to ensure alignment with Public Policy , RSA Constitution etc.
- Ensure MICT SETA's compliance matrix is established and is adhered into
- Compile and submit all statutory reports to DHET as per Compliance Plan of the DHET
- Support the development of the MICT SETAs strategic and annual performance plans.
- Develop procedures to comply with new and impending legislation and codes.
- Identify potential areas of compliance vulnerability and risk and issue corrective action mitigation strategies
- Compile monthly compliance reports for the various stakeholders.
- Track legislature developments and update management on legislative changes.
- Collaborate with other departments to direct, investigate or resolve issues of compliance

Litigation & Contract management responsibilities

- Drafting, vetting of contracts , monitoring of performance thereof and advise on terminations that are due
- Liaising with panel of attorneys and update litigation register monthly , quarterly and annually on legal processes unfolding
- Develop, maintain and manage a contract library - prompt all with renewal and review notifications
- Account for original contracts while end-user & Finance Unit will keep the copy of contracts for payment purposes
- Conduct quarterly trainings on Contract Management life cycles with all divisional heads
- Provide general legal advice and guidance to business units where required
- Monitor the implementation of legal and contract duties by parties involved.

- Ensure that all agreements and contracts are filed safely within MICT SETA

Corporate Secretariat Responsibilities

- Ensure the monthly quarterly governance committee/AA meetings takes place as per Annual Governance Calendar approved by AA.
- Assist with Board Governance and administration matters
- Assist with drafting of meeting minutes and monitors the implementation of the resolutions schedules thereof.
- Assist in conduct new members inductions and legislative trainings
- Assist in conducting annual Board/Committee reviews

Stakeholder engagement

- Maintain a compliance framework in collaboration with the relevant stakeholders.
- Liaise internal and external stakeholders and maintain healthy relationships.

Application:

CVs and certified qualifications copies of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Mr. Bassanio Gilbert (Recruitment@mict.org.za) by no later than **5 May 2022**. Queries may be directed to 011-207-2611. Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



White, Indian, Coloured and people with disabilities are encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.