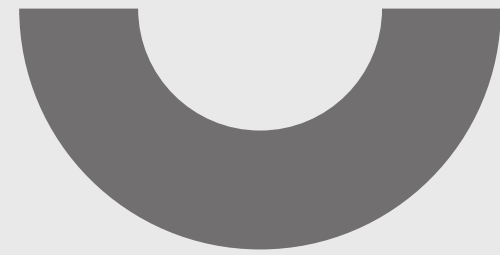


**Moses Kotane
Research Institute**

Research · Innovation · Excellence



EMPLOYMENT OPPORTUNITY

BUSINESS UNIT: CORPORATE SERVICES

POST TITLE: MANAGER: LEGAL & CORPORATE AFFAIRS

SALARY: R1 026 857.12 PER ANNUM (ALL-INCLUSIVE
REMUNERATION PACKAGE) - LEVEL 12/1



CENTRE: DURBAN

REFERENCE: LEGAL 01/25

CLOSING DATE: 23 MARCH 2025

Visit our website to apply



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BUSINESS UNIT: CORPORATE SERVICES

POST TITLE: MANAGER: LEGAL & CORPORATE AFFAIRS

SALARY: R1 026 857.12 PER ANNUM

(All-inclusive remuneration package) - LEVEL 12/1

CENTRE: Durban

REFERENCE: LEGAL 01/25

CLOSING DATE: 23 March 2025

REQUIREMENTS:

The ideal candidate must be in possession of an LLB Degree (NQF Level 8) and a Master's Degree in Law or related (NQF level 9) qualification from an accredited tertiary institution. ■ Admitted as a Legal Practitioner with a minimum of 5-years post admission experience, at least 2 years of which should be public sector legal experience. ■ A Valid driver's license. ■ A Masters in Business Administration or Corporate or Business Law; Intellectual Property Law Qualification; Company Secretariat Qualification will be added advantages.

Disqualification: Candidates with Criminal Records, Disciplinary Records/Dismissal or Pending Matter will be automatically disqualified

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: Valid Legal Practice Council Certificate of Good Standing. ■ Legal research. Training skills. ■ Written & Verbal Communication. ■ Financial acumen. ■ Strong relationship building and stakeholder management skills. ■ Ability to get up to speed with new processes/procedures and ability to adapt easily to change. ■ Financial management skills Good communication skills (verbal & written).

Ability to work in cross-functional projects/teams, excellence in co-ordination and project management. ■ Computer literacy (MS Word, Excel, PowerPoint and/or Project).

KEY RESPONSIBILITIES:

The successful candidate will be required to provide input into the development of the sub-unit's operational strategic plan, implementation and management thereof; Legal services: Legal compliance & awareness; Contracts: drafting, vetting, review & management; Policies: drafting, review, monitoring etc.; Intellectual Property & Patent Law matters, Alternative Dispute Resolution & Mediation matters. Corporate Governance: Guiding the entity on corporate governance matters & supporting the Company Secretary. ■ Risk & Reputation Management: General protection & enhancement of the entity's reputation. Strategic Communications & Stakeholder Relations. ■ Brand management: overseeing the marketing & communications, ensuring quality & accuracy. ■ Develop, review and implement policies relevant to the operations of the Institute.

DIRECTIONS TO APPLICANTS:

Interested applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their applications to: recruitment@moseskotane.com. The application must clearly state the position applied for and the corresponding reference number on the subject line must include a detailed copy of a CV, recently certified copies of (1) ID, (2) driver's license and (3) certified copies of relevant qualifications (not older than 6 months). Applicants are to ensure that they submit all required documentation stated above, as failure to do so may lead to disqualification of the application during the selection process.

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

For any technical queries contact The Human Resources Manager, Ms Mngoma at hadmin@moseskotane.com. Candidates who have not heard from MKRI within 6 weeks from the closing date can consider their application unsuccessful. Applicants will be disqualified for any incorrect information supplied.

After the interviews and technical exercises, where applicable, candidates recommended for appointment will be taken through competency testing and verification processes.

The Moses Kotane Research Institute is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Institute reserves the right not to make these appointments.

CLOSING DATE: 23 MARCH 2025