

BALWIN PROPERTIES

CAREER OPPORTUNITY

Group Legal Manager

QUALIFICATIONS & EXPERIENCE REQUIRED

-  LLB Degree
-  5+ Years post PQE
-  Experience Type : Commercial and Litigation preferably with a focus on Property and Construction
-  Required: Strong understanding of the law and negotiations

Position Type:	Permanent
Job Role:	Group Legal Manager
Location:	105 Corlett Drive, Sandton
Benefits:	Provident Fund / Medical Cover
Joining Date:	As soon as possible

SKILLS REQUIREMENTS

-  Admitted as a Notary and Conveyancer would be an advantage
-  Ability to work independently
-  Confidence to negotiate and work closely with various stakeholders
-  Ability to present and work with the Executive Committee

DUTIES AND RESPONSIBILITIES

-  Ensuring that all areas of the business is compliant with various legislation and JSE requirements. Understanding of the JSE Listing Requirements is essential.
-  Understanding of POPIA and its impact on the business and assisting as the Deputy Information Officer.
-  Drafting of policies in order to ensure that the necessary procedures are in place and adherence to legislative guidelines are being maintained.
-  Maintaining the regulatory universe and delegation of authority.
-  Provide guidance to management regarding legal compliance and acting within the ambit of the law.
-  Ensure he/she remains updated on all construction legislation and any new legislation in the industry.
-  Provide training and updates to all staff in relation to legislation updates and amendments.
-  Drafting, reviewing and updating of all legal agreements within the group.
-  Drafting of email correspondence for all legal matters in the group.
-  Drafting of legal opinions in relation to any legal matters raised against the group.
-  Drafting any legal opinions requested by the Head of Legal.
-  Review of legal documents on behalf of the Directors and the Group.
-  Ensuring that all legal documentation utilized in the company are standardized and appropriately protects the Company standing and best practice.
-  Drafting of numerous types of commercial agreements and a strong understanding of property acquisition transactions.
-  General working experience required around the principles and process for various litigation matters.
-  Strong understanding of the Sectional Title Schemes Management Act and Sectional Titles Act.
-  Management of all legal matters for body corporates and ensures legal compliance within each body corporate where Balwin is involved.
-  Identify risks and ensure that the necessary steps are taken to mitigate and/or resolve risk.
-  Provides advice and guidance to body corporates and ensures all governance is in order.
-  Understanding of the Broad Based Black Economic Empowerment Act and Codes with specific reference to the property sector scorecard.
-  The candidate will be responsible for the management of Balwin's scorecard and advising on the strategy to ensure compliance with the BBBEE Act.
-  The candidate will be responsible to report to the Head of Legal monthly on the various pillars of the BBBEE scorecard status.
-  Strong understanding of development finance as well as general finance and banking knowledge.
-  Experience in drafting finance documentation.

SKILLS AND TRAITS

-  Deadline driven
-  Ability to work well under pressure
-  Excellent verbal and written communication
-  Good interpersonal skills
-  Maintains confidentiality
-  Ability to work on multiple tasks
-  High sense of urgency
-  Good attention to detail
-  Ability to problem solve
-  Reliable and dependable

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to careers@balwin.co.za

