

<b>Position Title:</b>	Legal: Senior Manager
<b>Position reports to:</b>	Commercial Executive: Adapt IT Pty Ltd
<b>Direct Reports:</b>	The direct reports to this position shall be determined by the Commercial Executive from time to time. A number of outsourced service providers report to the senior manager.

## Background

Adapt IT Holdings Limited (Adapt IT) is a JSE listed company and a Level 1 Broad-Based Black Economic Empowerment (B-BBEE) contributor that provides leading specialised software and digitally-led business solutions that assist clients across targeted industries to achieve more by improving their customer experience, core business operations, business administration, enterprise resource planning and public service delivery. The organisation has deep sector knowledge and experience predominantly in the education, manufacturing, financial services, energy, technology expense management (multi-industries), telecommunications, consumer security and services, and hospitality industries including public sector.

## Purpose of the Position

Adapt IT has a vacancy for a Legal: Senior Manager. The purpose of the role is to oversee all legal and compliance related matters for the Group, offering consulting and assistance to the Holding Company directors and to subsidiaries and the effective use of outsourced specialist legal services. To ensure effective compliance, risk management and good corporate citizenship.

## Primary Responsibilities for the Role include the following

- Responsible for overall legal and compliance advice to Adapt IT Group leadership and management to ensure compliance with legislation, regulations, policies and procedures;
- Conduct or oversee legal due diligences to identify and minimize potential legal risks;
- Manage outsourced contracts with service providers (Law Firms and Legal Counsel) so that service providers provide contracted services as per signed service level agreements;
- Draft or vet legal documentation, contracts and agreements.
- Assist with managing litigation for and on behalf of Adapt IT Group and subsidiary companies.
- Liaise with different external legal advisors and legal teams on legal matters, opinions and instructions.
- Ensure adequate internal controls are in place to meet compliance with all required laws, rules, and regulations.

### Minimum Qualification and Experience Requirements:

- Tertiary qualification in South African law (LLB)
- Minimum 5 years post-articles experience, preferably in corporate environment

### Personal Attributes and Qualities

- Strong leadership ability with personal credibility capable of effectively interacting with all stakeholders
- Sound influencing skills in dealing with internal and external stakeholders
- Focused and results oriented, driven by excellence and a change agent
- Sound values with high integrity
- Effective communicator at all levels
- Ability to work under pressure and meet deadlines
- Self-starter; hands-on approach

### Knowledge and Competencies

- **Governance and Compliance**
  - Company Secretarial duties; CIPC compliance
  - Corporate Law
  - Employment Law
  - Taxation Law
  - JSE Listings Requirement; TRP; Competition Commission
  - King IV & Governance
  - Legal Compliance Framework – train, communicate and ensure compliance
  - Delegation of Authority – train, communicate and ensure compliance
  - Foreign Jurisdictions
  - Litigation
  - Oversight of all company policies
  - Projects to ensure compliance with new legislation
- **Commercial**
  - Business Acumen; Finance and IT Literacy
  - Oversight of drafting, review and negotiation of all contracts – Client, Supplier and M&A
  - Oversight of Contract Management System
  - Restructures
- **Risk management**
  - Legal Compliance
  - Sustainability matters
  - Assistance to Internal Audit
  - Business Continuity risks
  - Due diligence for M&A

- **Social and Ethics**
  - Ethics Monitoring
  - Employment Practices
  - Health & Safety
  - B-BBEE
  - Corporate Social Investment
  - Environmental Law
  - Integrated Reporting

Contact Person: [Quraisha Moola](#)

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