



## Position Title:

# Legal Administration Officer

### **SASRIA SOC LIMITED**

Sasria, a state-owned company, is the only short-term insurer in South Africa that provides affordable voluntary cover against special risks such as civil commotion, public disorder, strikes, riots and terrorism to any individual, business, government or corporate entity that has assets in South Africa.

Sasria has a dual mandate – legislative mandate that directs our day-to-day business operations, and a broader strategic mandate, like any other business in South Africa, to make a positive contribution to transforming our industry and our country, in order to make our country a better place for all her people.

#### **Vision**

Special Risk Covered

#### **Mission**

To Provide Special Risk Solutions for Stability In South Africa.

#### **Core Values**

The following values underpin Sasria's pursuit of its stated vision and mission:

- **Fairness** - we will treat all our stakeholders impartially and with respect, recognising our accountability to them;
- **Ethics** - we will conduct ourselves in a manner that is transparent and ethical: courageously doing what is right, honouring our commitments and communicating honestly;
- **Integrity** - we will conduct ourselves in a manner that is fair, transparent and ethical: courageously doing what is right, honouring our commitments and communicating honestly;
- **Service Excellence** – in the performance of our work, we will consistently apply our knowledge, experience and best efforts to deliver relevant and professional service of an exceptional standard;
- **Collaboration** - we will engage with our partners and employees, assuming positive intent, respecting diversity and working together to create uniformly positive outcomes

*Sasria is committed to diversifying its staff profile in terms of its transformation agenda and encourages candidates from previously disadvantaged backgrounds to apply. Sasria will respond to short listed candidates. Candidates who have not been contacted within 4 weeks of the closing date can assume that their application has been unsuccessful.*

## **ROLE DESCRIPTION**

### **Job summary statement/purpose**

- Assist the Legal Officers in provision of an effective legal service to the company.
- Assist in conducting legal research and in provision of legal impact analysis and advice to ensure awareness on new laws.
- Assist in ensuring Contract Compliance by Sasria business.

### **Key performance areas (duties & responsibilities)**

- **General legal advice**
  - Provide legal advice on all related matters
  - Provide legal advice on all related matters
  - Draft legal opinions, memoranda and other related legal documents for review by the Legal Officer.
  - Assist the Legal Officer in conducting legal research and provision of legal impact analysis and advice to ensure awareness on new laws.
  - Provide assistance of a legal nature to internal committees and forums.
  - Provide assistance in legal interpretation in respect of internal compliance matters.
- **Legal research**
  - Research issues relating to the short-term insurance industry and legislations that might impact Sasria for review by the Legal Officer before the legislation is Gazetted.
  - Assist in the provision of full analysis of new and amendments to legislations and advise the company on the impact of non-compliance
  - Assist with legal interpretation in the development of compliance Risk Management Plans on all new legislations within 15days of the legislation being gazetted.
- **Contract /SLA Management**
  - Monitor compliance to contracts to ensure 100% compliance.
  - Monitor compliance to service level agreements.
  - Advise management on expiry of contracts.
  - Assist the Legal Officer in analysis of full contract legal risk per contract and in ensuring that these are available on ULWAZI.
  - Assist in ensuring all standard contract terms are included in all contracts.
  - Compliance to the legal Framework as it relates to contracts and other related matters
  - Maintenance of Sasria Contract register.
  - Manage movement and filing of original contracts.
  - Assist in ensuring that the Contract register up-to-date and easily accessible.
  - Contract register reviewed and signed off by Legal Officer
- **Training Support**
  - Assist in training on new legislation or amendments of legislations within 15 days of promulgation
  - Assist Legal Officer in ensuring Continuous training and awareness on all core legislations annually.



- **Assessing relevant legislation and advising amendments**
  - Support the Legal Officers in provision of assistance in respect of internal compliance matters.
  - Assist the Legal Officers in ensuring that the Compliance Risk Universe for Sasria is kept up-to-date and communicated to all Divisions annually or whenever there are changes.
  - Compliance policy and framework updated annually
  - Circulated SAIA minutes and circulars on relevant regulatory requirements within 48 hours of receipt
- **Identifying areas of concern and provide possible solutions**
  - Support the Legal Officer in Assisting Managers in identifying areas of concern and providing possible solutions
  - Provide assistance of a legal nature to internal committees and forums.
  - Provide assistance in respect of internal compliance matters.
- **Development of policies and procedures**
  - Assist in compiling of draft agreements, memoranda and legal briefs on behalf of the Legal Department and Sasria as and when required.
  - Assist in Development, drafting and advice on compliance and legal frameworks, practices and policy issues
- **Perform ad hoc tasks**
  - Perform any reasonable *ad hoc* tasks as and when required by the Legal Officer.

#### **Qualifications**

- B. Com/BA with Law/ LLB degree

#### **Minimum experience**

- 1-2 years' experience / similar engagement in a legal firm or insurance and contract management environment.

#### **Knowledge**

- Knowledge of Contract Law
- Good legal and drafting skills.
- Knowledge of the Companies Act.
- Knowledge of compliance requirements for an insurance company.

#### **Skills and Competencies**

- Computer literacy
- Assertiveness
- Good Communication Skills both verbal and written.
- Negotiation skills.
- Interpretation of contracts and statutory documents
- Research and writing skills
- Presentation skills.

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- Ability to resolve conflict
- Project Management
- Developing & Implementing Departmental Strategies & Business Plans

**Attributes/values**

- Analytical
- Detail oriented
- Assertive
- Business ethics, integrity and corporate governance.
- Logical
- Sound judgement
- Diplomatic
- Resilience and ability to deal with change
- Cultural sensitivity
- Work ethic
- Confidentiality

**Demographics**

A South African citizen of any gender, preference will be given to an EE candidate

**Location of the role**

The role will be located in Illovo, Johannesburg

**CLOSING DATE:** 07 May 2019

**PLEASE EMAIL YOUR CV TO:** [careers@sasria.co.za](mailto:careers@sasria.co.za)