

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

